OPEN SYSTEMS® Accounting Software

Sales Order
User's Manual

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March 2001, Release 6.1

This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Contents

Introduction 1

Welcome to OSAS®

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (*EIS*) and Print Manager. With Global Inquiry, you can drill around your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

OSAS Versions 6.1 and Higher

You can use OSAS versions 6.1 and higher in text (or character-based) mode on any supported operating system.

In Windows environments, you have the choice to use either the text version or the graphical version. While the interface is different in the two versions, the functions in both versions are the same in screen layout and in function. The OSAS user's manuals show screens in the graphical format. You can, however, apply the information shown in the graphical examples to the text version with ease.

For specifics on using the graphical version of OSAS, refer to page 1-19.

For specifics on using the text version, refer to page 1-41.

The Sales Order System

Use the Sales Order system to account for orders you take from customers. Sales Order encompasses the capabilities of Accounts Receivable; you can record sales you made to customers and orders that have not been paid. Sales Order lends its tracking capabilities to other applications associated with tracking assets (Inventory, for example).

Sales Order represents an asset; when you take orders from customers, the orders (when goods are shipped and invoices are posted) are expressed as gains to your source of revenue and losses to the assets the customers bought. For example, when you sell goods for an order for inventory items, the order represents a loss to inventory; when you apply invoices to the order, it represents a gain to your capital.

Menu Structure

The Sales Order menu structure is similar to that of Accounts Receivable and other OSAS applications: functions appear roughly in order of use.

These Sales Order menus and functions are identical with those in Accounts Receivable: Open Invoices and Codes Maintenance.

Sales Order shares some Accounts Receivable menus with some of its own functions: Information Inquiry, Daily Work, Transaction Reports, History Reports, Periodic Processing, File Maintenance, and Master File Lists.

The Sales Order Information Inquiry menu has one additional function: Orders.

The Transactions and Change Batches functions on the Sales Order Daily Work menu are slightly different from their Accounts Receivable counterparts. The Copy Recurring Orders function replaces the Copy Recurring Entries function in Accounts Receivable. The Release Scheduled Blankets function is unique to Sales Order. For a description of the rest of the functions on the menu, see the *Accounts Receivable User's Manual*.

The Sales Order Shipping Reports menu contains many functions unique to Sales Order. Use these functions to produce forms for warehouse control and shipping, and reports that help you ship your orders more efficiently.

The Sales Order Transaction Reports menu has two additional functions: Open Order Report and Blanket Order Report. Produce the Open Order Report to see which orders still need payment. Produce the Blanket Order Report to see the status and remaining amounts of the blanket orders you have on file.

Two functions on the Sales Order Transaction Reports menu differ from the Accounts Receivable functions: Print Invoices and Post Transactions. Use the Print Invoices function to print an invoice or a quote for an order. When you post transactions in Sales Order, unposted transactions in the batch can remain there, or you can move them to a new batch.

The History Reports menu contains two new functions in Sales Order. Use the Shipping Efficiency Report and the Customer Shipping Efficiency Report to help you analyze your effectiveness in shipping orders in accordance with your customers' requests.

The Purge Selected Files function on the Sales Order Periodic Processing menu replaces its counterpart in Accounts Receivable.

The Sales Order File Maintenance menu has three additional functions: Recurring Orders, Edit Sales Order Number, and Shipping Label Setup.

The Recurring Orders function in Sales Order replaces the Recurring Entries function in Accounts Receivable. The purpose is the same: to establish a record of a transaction that you know ahead of time will come in regularly.

Use the Edit Sales Order Number function to reset the next number for system-generated purchase order numbers.

Use the Shipping Label Setup function to design your shipping labels.

The Sales Order Master File Lists menu has one additional function: Recurring Orders List. Use it to produce a list of recurring orders entered in the Recurring Orders function.

File Information

Sales Order makes use of several Accounts Receivable files (see the *Accounts Receivable User's Manual*). Sales Order files are described below.

The SOTDxxx and SOTHxxx (Open Order) files store records for orders and returns—entered through the Transactions function—before they are posted. If Sales Order is interfaced with Inventory, this function updates serialized and nonserialized item balances and costs in the INVExxx (Items) and INLDxxx (Item Location Detail) files. The SOTHxxx file stores header information; the SOTDxxx file stores line-item, header, and order totals information.

The SOBLxxx and SOBHxxx (Blanket Order) files store records for blanket orders, much as the SOTDxxx and SOTHxxx files store regular orders. The SOBHxxx file stores header and totals information about blanket orders; the SOBLxxx file stores line-item information about blanket orders. You can release new orders to the SOTDxxx and SOTHxxx files based on the blankets at any time using the Transactions or Release Scheduled Blankets functions.

The SORHxxx and SORLxxx (Recurring Order) files store records for recurring orders, which are not real orders until you copy them to the SOTDxxx and SOTHxxx files. The SORHxxx file stores header and totals information about recurring orders; the SORLxxx file stores line-item information about recurring orders.

The SODExxx (Additional Descriptions), SORDxxx (Recurring Additional Descriptions), and SOBDxxx (Blanket Additional Descriptions) files stores additional descriptions you assign to line items when you enter orders, recurring orders, and blanket orders, respectively. This file is used only if you elect to use additional descriptions for line items when you enter orders in the Resource Manager Options and Interfaces function.

The SOKTxxx (Kit Detail) and SOBKxxx (Blanket Kit Detail) files stores such information as quantities and components from the Bill of Materials/Kitting application if it is interfaced with Sales Order.

The SOLSxxx (Lot and Serialized Item) file stores serial numbers and lot numbers associated with line items in an order.

The SOBSxxx (Blanket Schedule) file stores the scheduled ship quantities and dates for a scheduled blanket order. The information in this file is used in conjunction with the Release Scheduled Blankets function to create new orders based on the contracted dates.

The SOSLxxx (Picking Slips Restart) file stores information for reprinting picking slips. When you use the Picking Slips function to print a picking slip, this file is updated with the slip number. Thereafter you can reprint the slip.

The SOPLxxx (Packing Lists Restart) file stores information for reprinting packing lists. When you use the Packing List function to print a packing list, the file is updated with the list number. Thereafter you can reprint the list.

The SOLHxxx and SOLLxxx (Bills of Lading) files store records for bills of lading forms, which are created based on the information stored in the SOTDxxx and SOTHxxx files for each order you print bills of lading forms for. The SOLHxxx file stores header information for the bills of lading, including address, collection and emergency data; the SOLLxxx file stores line-item information for the bills, including the contents of the shipment.

The SOLCxxx (Bills of Lading Hazardous Materials) file stores hazardous material codes associated with the line items in the SOLLxxx file, if any. Hazardous materials codes can be copied directly from the Inventory files if Sales Order is interfaced to Inventory.

The SOKHxxx (Kit History) file stores history information from the Bill of Materials/Kitting application if it is interfaced with Sales Order.

File Interaction

The Sales Order system tracks money committed and owed to you by customers. When you enter and post orders, information is retained in or distributed to the appropriate files to keep the information up to date, make the information available through reports, and keep the system in balance.

File Maintenance

Most of the Sales Order system is set up by virtue of the Accounts Receivable system being set up, but you must make a few modifications.

Use the Recurring Orders function to enter recurring orders, or orders that you know will come in regularly. The information is kept in the SORHxxx, SORLxxx, and SORDxxx files.

Use the Tables function to make adjustments to values (accounts, finance percentages, and so forth) that are to be used throughout the system. The information is kept in the SOTB file.

If you elected to have the system generate sales order numbers (in the Resource Manager Options and Interfaces function), use the Edit Sales Order Number function to change the number the system assigns to the next sales order.

Use the Shipping Label Setup function to design your shipping labels. This information is stored in the SOLB file.

Daily Work

You can create an order one of these ways: copy a recurring order from the SORHxxx and SORLxxx files, release a blanket order from the SOBHxxx and SOBLxxx files, or enter the information through the Transactions function. In any case the new order information is stored in the SOTDxxx and SOTHxxx files.

If you do not want an order to be copied to the SOTDxxx and SOTHxxx files after a particular date, you can specify a cutoff date in the recurring order record. Then if you specify a cutoff date when you copy recurring orders, those with the cutoff date before the one you specify are not copied.

The Copy Recurring Orders Log, which is produced when the orders are copied, shows the new order numbers, line-item information, customer IDs, and individual and total amounts of the orders that were copied.

You can create three types of blanket orders. An *on-demand* blanket is an order to purchase set quantities of items at a specific price over a period of time. A *dollar amount* blanket is a standing order to purchase any items up to a fixed total amount. A *scheduled* blanket is an order that lists fixed quantities of specific items to be delivery on specified dates.

Any of these blanket order types can be set up, maintained and released through the Transactions function. Scheduled blankets can also be released using the Release Scheduled Blankets function. You can stop blankets from being released by entering a close date in the blanket order header.

Produce the Scheduled Blankets Report to detail the upcoming scheduled shipments for scheduled blanket orders based on the scheduled ship dates in the blankets. Then release the orders you need to ship.

When you enter an order, you must do one of these things: enter details about the order (header and line-item information), or verify the order to show which items have been shipped and which are to be backordered. The header information is stored in the SOTHxxx file; line-item detail is stored in the SOTDxxx file.

An order goes through several stages, any one of which can be the order's first stage. The Transaction Type menu takes all the possibilities into account.

When you enter details about a new order without doing any other task, the order has *new* status. You must still verify the order to show what was shipped and what is to be backordered.

When you enter or edit an order, you can enter 10 lines of additional information about each line item if you elected to enter additional descriptive text in the Resource Manager Options and Interfaces function. The text is stored in the SODExxx file and is printed on picking slips (if you want), packing lists, invoices, and credit memos.

When you enter details about an order and print the picking slip, the order has *picked* status. When you enter the fact that goods have been sent—at that point or at a later time—the order has *verified* status.

In addition to regular orders, you can enter miscellaneous credits. To the system, a miscellaneous credit is an order with a negative value. The information is entered the same way and is kept in the same files as a regular order, but the figures are credited instead of debited. Use miscellaneous credits to enter customer returns or to cancel out debits that are too large—for example, because the person entering the order information made a mistake. You can create miscellaneous credits that apply to blanket orders automatically using the blanket order entry tasks in the Transactions function.

You can use the Price Quote option on the Transaction Type menu to enter information as though it were an order but not have it actually be an order. You use a price quote to cite dollar amounts to customers. If a customer decides to pursue the transaction, you can mark the information in the SOTDxxx and SOTHxxx files as an actual order.

After you enter an order, the relationship between the SOTDxxx and SOTHxxx files, the ARCRxxx file, and the ARINxxx file is the same as that of the comparable files in Accounts Receivable. The SOTDxxx and SOTHxxx files store the open orders (including transactions, independently of how much money was paid). The ARCRxxx file stores money received; when you post, the ARINxxx and ARCUxxx files collect and reconcile information.

When you enter a line item for a serialized inventory item or for a lot item, the serial numbers or lot numbers associated with the line item are stored in the SOLSxxx file. When you post a verified order with serial numbers, those number are cleared from the SOLSxxx file.

Producing Reports and Shipping Orders

After you have entered the transactions for the day, produce picking slips for new and changed orders. Information and statuses for picking slips are kept in the SOTDxxx and SOTHxxx files. Next, produce the Requested Ship Date Report to see a list of the orders you need to ship based on the requested ship dates you entered on the orders. Use this report to plan for and execute shipments against your orders on file. You can then ship the orders and verify them.

To resolve questions about shipping orders, you can use the Backorder Allocation Report and the Order Fulfillment Report to check for adequate stock to fill the orders on file.

After you verify the orders you have shipped, print shipping labels, packing lists, bills of lading, and invoice or credit memo forms where necessary. Information and statuses for shipping labels, packing lists, and invoices are kept in the SOTDxxx and SOTHxxx files. Information for the bills of lading is stored in the SOLHxxx, SOLLxxx, and SOLCxxx files.

Note

You can also produce picking slips, packing list and invoices and credit memos online for a customer if you elected to print these forms online in the Resource Manager Options and Interfaces function.

You should also produce these journals and reports before you post:

- Produce the Sales Journal and the Miscellaneous Credits Journal to check for errors and to use as part of the audit trail. The Sales Journal shows the transactions entered through the Transactions function; the Miscellaneous Credits Journal shows the transactions entered through the Miscellaneous Credits option in the Transactions function. This information comes from the SOTDxxx and SOTHxxx files.

- Produce the Open Order Report to view several kinds of items in the SOTDxxx and SOTHxxx files: returned items, backordered items, items that were not verified, and items that were verified but not posted.

- Produce the Blanket Order Report to see the status and remaining amounts for the blanket orders on file.

- Produce the Backorder Allocation Report for a list of orders that can be filled after items are received in Inventory. You can fill the orders based on the order dates, customers, sales reps, or order numbers. This information comes from the SOTDxxx and SOTHxxx files.

Posting Orders

When you post transactions, several files are affected:

- Verified orders and returns are moved from the SOTDxxx and SOTHxxx files to the ARINxxx file. If you post an order with serialized items, the order is cleared from the SOLSxxx file and the items' status becomes *sold*.
- Sold serial numbers and lot information about sold items are deleted from the SOLSxxx file.
- Information from the SOTDxxx and SOTHxxx files updates the ARSRxxx, RMTXxxx, ARCUxxx, ARHIxxx, and ARHSxxx files.
- Information stored in the SOLLxxx, SOLHxxx, and SOLCxxx files are cleared for shipped orders.
- Information from the SOTDxxx file pertaining to blanket orders updates the SOBLxxx and SOBSxxx files. Posted totals are also updated in the SOBHxxx file, and expired and fulfilled blanket orders are closed.

History Reports

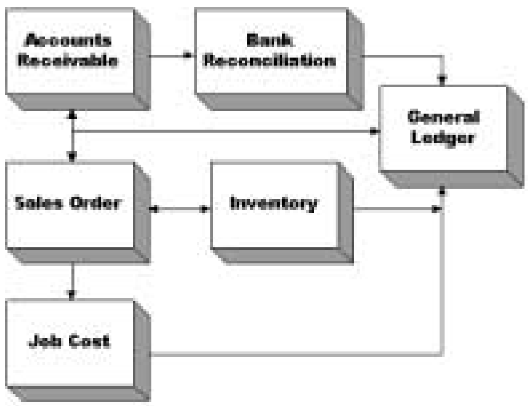
Produce the Shipping Efficiency and Customer Shipping Efficiency Reports to analyze your success in meeting the ship dates you customers have requested.

Periodic Work

If your files become too large, you will want to clear some data from them. Use the Purge Selected Files function to purge the SORHxxx and SORLxxx files of recurring orders with a cutoff date before the date you specify, and to remove older orders with a *quote* status from the SOTDxxx and SOTHxxx files.

Application Interaction

Sales Order needs Accounts Receivable to work properly. The two applications can stand alone as one, but you get optimal use from them when you interface them with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. So it reduces data entry time and the number of errors that might creep in along the way.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

The *Sales Order User’s Manual* is divided into the following sections:

- “Introduction” provides an overview of this application and the OSAS system, and the basic functionality of the application including graphical and text-based application features, and function key references.

- “Application functions” explains the functions within the application: where each function fits within the application, and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS runs in an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or in the appropriate folder.

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems each terminal usually has a default ID that was assigned to it when the terminal was added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *selena*, specify that information to enter the system:

osas -t T2 **-c** B **-a** selena

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

In Windows you can click on the shortcut's properties and, in the Target field, enter your access code and your company ID. For example, using selena as your access code and H as your company ID, enter

C:\osas\progRM\osastm.exe -m4096 **-t**T00 **-n**T00 **- -a**selena **-c**H

In the Windows icon properties, the parameter marks (-m, -t, or -n) can be entered in any combination but must be before the separation dash. The access code and company ID commands (-a and -c) must be entered *after* the separation dash.

GUI/Text Command Conventions

When you see the phrase "use the **Proceed (OK)** command" in the user's manuals, you can press the **PgDn** key in either text or graphical mode. In graphical mode, clicking the **OK** button has the same effect as pressing the **PgDn** key.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or Linux, the Text menu appears.

If you are using the Resource Manager for Windows, you can choose between the Text menu, the Graphical menu, or the Start-style menu. In Windows, use the Workstation Configuration Defaults function (see the *Resource Manager User's Manual*) to select the style of menu you want displayed by default, or you can press Shift-F5 to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

Favorites Menu

The Favorites menu operates in any of the menu formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you perform tasks in several applications, such as Transactions and Cash Receipts in Accounts Receivable, GL Account maintenance in General Ledger, and Price and Item Inquiry functions in Inventory, you can set up a Favorites menu rather than moving between each application's menus. Once you have set up your Favorites menu, you can open a function for use with one press of the **Enter** key or the click of a mouse button.

Favorites Menu: Graphical Style

For a sample of the Start-style favorites menu, see page 1-29. For a sample of the text favorites menu, see page 1-43.

OSAS Graphical

In a Windows environment, you can choose from two types of graphical-style menus. The standard Graphical menu features application selections that resemble many Windows functions. The Start-style menu is named because of its functional resemblance to the Start menu in Windows 95, 98, NT and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, is displayed beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can perform these menu commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

- click the appropriate graphical tool button
- select the command from a pull-down menu
- press the associated keyboard hot key

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu, or by highlighting your choice and pressing **Enter**.

If you choose the Start menu you can select applications from the Main menu by using the arrow keys to highlight your choice and pressing **Enter,** by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

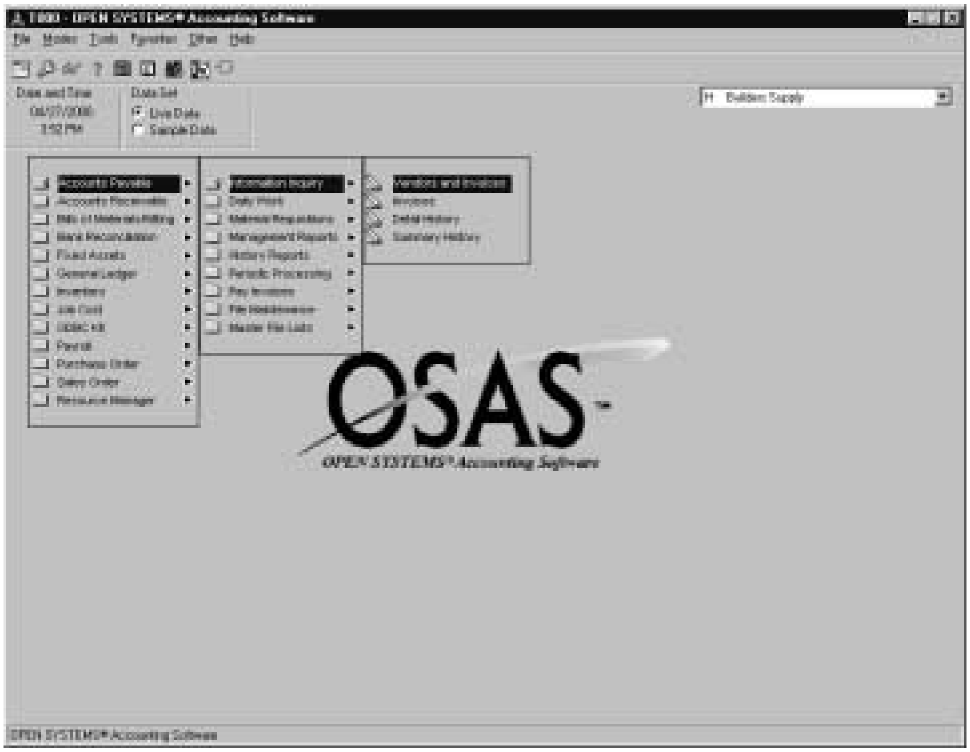
From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on the previous menus.

Graphical Main Menu

You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Start Main Menu



You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu choice
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit** (**F7**) command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Special Commands in Graphical Menus

In either graphical menu, you can right-click on a menu selection to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Keyboards have a set of function keys (labeled with the letter *F* and a number), which can be used to perform certain functions within OSAS. In OSAS menus, these commands are assigned to the function keys.

Key (Command)	Operation
F1 (Key Help)	Displays the tool buttons and functions keys you can use.
F2 (Favorites Menu)	Displays or returns from the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.

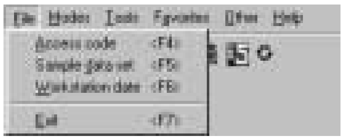
Key (Command)	Operation
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
F10 (Add/Remove Favorites)	Adds functions to and deletes functions from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	Toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	Toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.

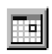
Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and tool buttons (buttons with graphical icons in a row below the pull-down menus) to access functions without using the function keys. While the function keys work in the graphical menus, the menu bar and tool buttons offer you a choice in accessing these functions. Such a choice is common in graphical Windows applications.

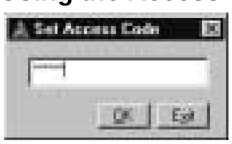
Using the mouse, you can either move the cursor to the menu and click once, or click on a tool button for the function desired. Below is a sample of the OSAS pull-down menu and tool buttons and a description of each.

File Menu



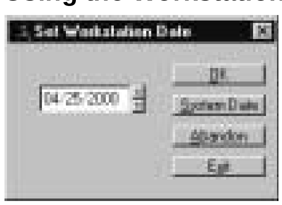
Command	Tool Button	Key	Result
Access code		**F4**	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		**F5**	Toggles between the Sample Data and the Live Data.
Workstation date		**F6**	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		**F7**	Exits from OSAS.

Using the Access Code dialog box



To change the access code, enter the code in the field. Then click **OK** to save your entry and return to the OSAS menu, or click **Exit** to abandon the dialog box and return to the menu.

Using the Workstation Date dialog box



To set a new workstation date, enter the date in the field, use the up/down buttons to increase/decrease the date displayed, or click **System Date** to change the date to match the operating system date. Then click **OK** to change the workstation date, **Abandon** to restore the original date displayed, or **Exit** to return to the Main menu.

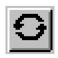
Modes Menu

Command	Tool Button	Key	Result
GUI Functions		**Shift-F6**	Toggles between GUI function screens and text function screens.
Scale GUI Screens		**Shift-F7**	Toggles scaling of GUI screens on and off. When scaling is off (the default mode), the screen size is smaller when you use higher monitor resolutions.

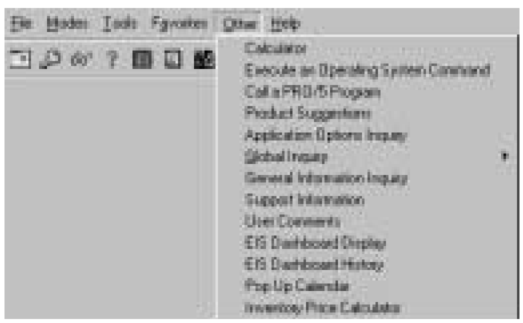
Tools Menu

Command	Tool Button	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu

Command	Tool Button	Key	Result
Change to Favorites		**F2**	Displays the Favorites menu/Main menu. See *Graphical Favorites Menu* on page 1-29.

Other Menu



The Other menu contains a set of utilities. A calculator and Global Inquiry (which presents data from several applications) are two of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about all of the utilities on the Other menu.

Help Menu

Command	Tool Button	Key	Result
Help		**F1**	Displays descriptions of the application menus and functions.
About OSAS			Displays the About OSAS dialog box.

Tool Bar Icons

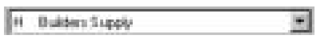
There are three icons on the tool bar that were not described above.

Tool Button	Key	Result
	**Shift-F2**	Displays the Application Information dialog box.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See Appendix F the *Resource Manager User's Manual.*

Other Graphical Menu Features

The graphical menus offer more than shortcuts to menu commands. You can also switch between live and sample data, or change to another company and its data set.

Change Company Field



Select the company to change to from the pull-down list box.

Data Set

On the Start menu, you can check the **Live Data** radio button to work with live data, or check the **Sample Data** radio button to work with sample data. You can also press **F5** to change between sample and live data.

Right-Click Menu

Screen (Key)	Description
Add to/Remove Favorites (**F10**)	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (**F2**)	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data (**F5**)	Switches between your sample data and your live data.
Setup (**F9**)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
Function Information (**F1**)	Displays information about the selected function.

Graphical Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key (or by selecting Favorites from the pull-down menu).

Favorites Menu: Start Style

To add a function to the Favorites menu from the main OSAS menus, simply highlight the function you want to add on the menu and press the **F10** function key to add it to Favorites.

To remove a function from the Favorites menu, highlight the function on the Favorites menu and press the **F10** function key to remove it from the menu.

You can also use the right-click menu to add a function to Favorites or to remove a function from Favorites.

Graphical Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

In OSAS, commands are assigned to various keys on your keyboard, as well as to certain tool buttons and pull-down menu selections. You can use these commands to work with data entry screens. If a tool button or menu selection appears grayed-out or muted, the command is unavailable at this time.

Function Tool Bar Buttons

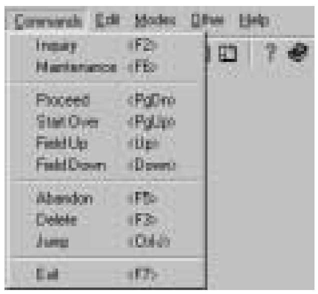
Tool Button	Key	Result
	**F6**	Go directly to the appropriate File Maintenance function to update information about the field you are in.
	**F3**	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
	**PgUp**	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
	**Shift-F9**	Copy the contents of the current field.
	**Shift-F10**	Paste the contents you copied from a previous field into the current field.
		Displays the calculator screen.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	**F1**	Displays information about the field you are in.
		Displays the on-line documentation.

Verification Buttons

Click on the **OK** button to proceed to the next screen or to save your entries, click on the **Abandon** button to abandon your entries.

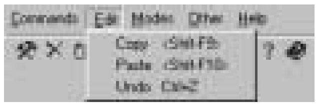
Function Pull-Down Menus

Commands Menu



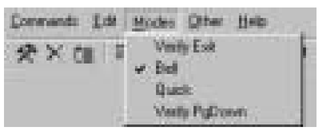
Selection (Key)	Operations
Inquiry (**F2**)	Use the **Inquiry** command to display a list of valid entries for the current field, from which you can select a choice.
Maintenance (**F6**)	Go directly to the appropriate File Maintenance function to update information about the field you are in.
Proceed/OK (**PgDn**)	Proceed to the next screen or save your entries.
Start Over (**PgUp**)	Move back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
Field Up (**Up**)	Move the cursor to the previous field.
Field Down (**Down**)	Move the cursor to the next field.
Abandon (**F5**)	Move the cursor back to the first field on the screen. Any entries or changes you made are erased.
Delete (**F3**)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
Jump (**Ctrl-J**)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit (**F7**)	Exit from a screen or a window and disregard everything you entered.

Edit Menu



Selection (Key)	Operations
Copy (**Shift-F9**)	Copy the contents of the current field.
Paste (**Shift-F10**)	Paste the value you copied from a previous field into the current field.
Undo (**Ctrl-Z**)	Restore the contents of the current field from before you made changes to it.

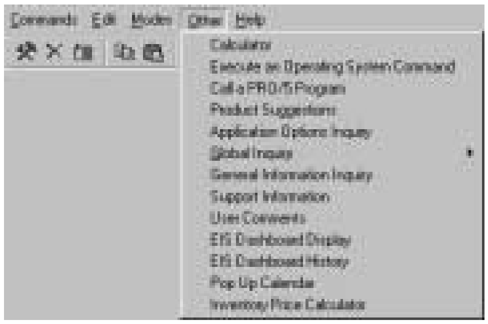
Modes Menu



Check the options you want to use.

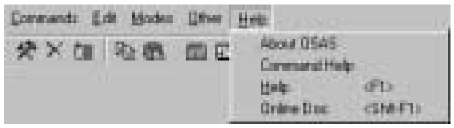
Selection (Key)	Operations
Verify Exit	If verification is turned on, you must press a key twice to verify that you want to perform exit or abandon operations.
Bell	If the bell is turned on, it sounds at an error or when you must verify a command.
Quick	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, turn the option on.
Verify PgDown	If verification is turned on, you must press the **PgDn** key twice to proceed to the next screen or to save your entries.

Other Menu



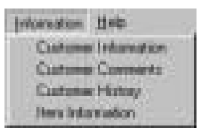
Selection	Operations
Calculator	Displays the OSAS calculator.
Execute and OS Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestion	Use this function to create a printable report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Use this function to search across your data. You can select from the installed applications which data to search in.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows the user to leave messages within the system.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.
Pop-Up Calendar	A reminders feature that allows you to create and read dated reminders within OSAS.

Help Menu



Selection (Key)	**Operations**
About OSAS	Displays the information about your OSAS installation.
Command Help	Displays the OSAS Key Help screen.
Help (**F1**)	Get information about the field you are working on.
Online Doc (**Shift-F1**)	Opens your .PDF file viewer to display the documentation for your particular application.

Information Menu



The Information menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

Scroll Commands Menu

The Scroll commands menu appears only on screens with scroll regions displaying multiple lines of information.

Selection (Key)	Operations
First Line (**Home)**	Moves the cursor to the first data entry field.
Previous Page (**PgUp**)	Displays the previous page.
Previous Line (**Up**)	Moves the cursor up to the previous line.
Next Line (**Down**)	Moves the cursor down to the following line.
Next Page (**PgDn**)	Displays the following page.
Last Line (**End**)	Moves the cursor to the last data entry field.
Insert (**Ins**)	Allows the insertion of characters between preexisting entries in a field.
Delete (**F3**)	Deletes the selected characters.
Jump (**Tab**)	Moves the cursor to the next section of the screen in some functions.

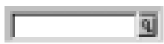
Inventory Lookup Menu

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Selection (Key)	Operation
Alias Lookup (**Shift-F3**)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the “*****” and “**?**” wildcard characters to restrict or widen the search.
Customer/Vendor Lookup (**Shift-F4**)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the “*****” and “**?**” wildcard characters to restrict or widen the search.
Detail Lookup (**Shift-F5**)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Lot Lookup (**Shift-F6**)	Search for an item based on lot number. When you enter the lot number, you can use the “*****” and “**?**” wildcard characters to restrict or widen the search.
Serial Lookup (**Shift-F7**)	Search for an item based on serial number. When you enter the serial number, you can use the “*****” and “**?**” wildcard characters to restrict or widen the search.
Description Lookup (**Shift-F8**)	Search for an item based on item description. When you enter the description, you can use the “*****” and “**?**” wildcard characters to restrict or widen the search.

Other Graphical Function Controls

Function Field Inquiry



When the Inquiry button appears next to a field, you can either click on the button or press the **F2** (Inquiry) key.

Graphical Scroll Region Buttons

Use these command in scroll region areas to move between the lines in the region:

Scroll Button	Key	Result
	**Home**	Moves the cursor to the first line in a scroll region
	**PgUp**	Moves the cursor to the previous page of lines in a scroll region
	**Up**	Moves the cursor up one line
	**Down**	Moves the cursor down one line
	**PgDn**	Displays the next page of lines in the scroll region
	**End**	Moves the cursor to the last line in the scroll region

Help Commands

When you use the **Help** (**F1**) command, you can use these commands:

Key	Operation
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use these keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the **INS** flag appears at the bottom right corner of the screen on the status bar, characters you type push characters after the cursor off to the side. When insert mode is turned off (**OVR** appears on the status bar), characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
Ctrl-Z (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window.

The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function on the Resource Manager Workstation Configuration menu.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.
- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by selecting **Command Help** from the Help pull-down menu in the inquiry window.

Note

You can also shorten your data search by entering a part of the key before you use the **Inquiry** command. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

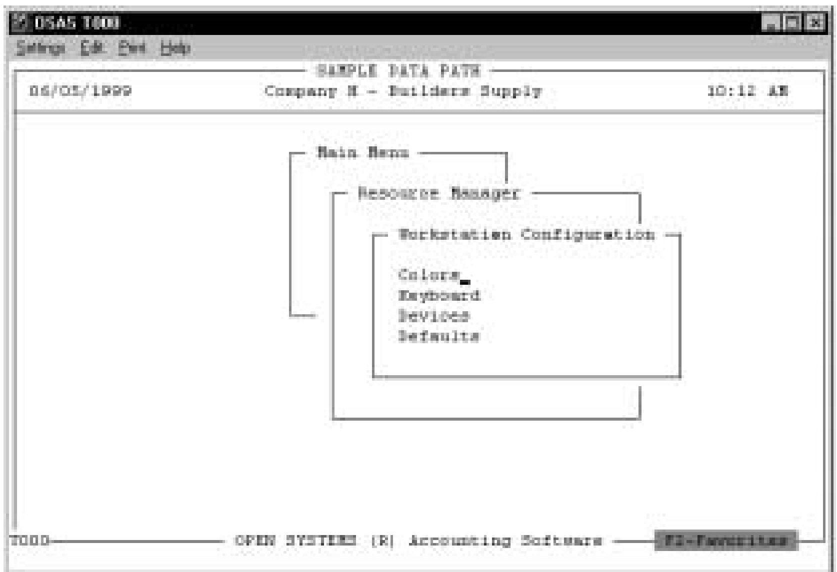
Scroll Button	Key	Result
	**Home**	Moves the cursor to the first key in the inquiry window.
	**PgUp**	Displays the previous page of keys in the inquiry window.

Scroll Button	Key	Result
	**Up**	Moves the cursor up one line.
	**Down**	Moves the cursor down one line.
	**PgDn**	Displays the next page of keys in the inquiry window.
	**End**	Moves the cursor to the last key in the inquiry window.
	Ins	Toggle between Search mode and Sort mode.
	F7 (Exit)	Close the inquiry window without selecting anything.
	Enter	Select the item to which the cursor is pointing.

OSAS Text

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

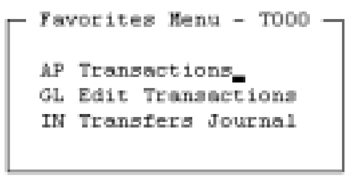
You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system

Text Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key.

Favorites Menu: Text Style



To set up the text-style display follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.
2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.
2. Move your cursor to the submenu or application you want removed.
3. Press **F10**.

Function Keys Used in the Text Menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.

Key	Operation
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	If you are using the graphical version of OSAS, this command toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	If you are using the graphical function screens, this command toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up or **Down**	Move the cursor up or down through the menu selections.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.

Text Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift-F1 (Online Doc)	Opens your .PDF file viewer to display the documentation for your particular application.
Shift-F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.

Key	Operation
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing entries you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or **Down**	Move the cursor to the next field and accept the data entered.
Up	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl-V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.
Ctrl-F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl-O (Show function keys)	If this option is turned on, the applicable function keys are displayed on the screen.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted screen, copy the xxHELP file from the distribution media to the / PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command.

Key	Operation
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window. The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function in the Resource Manager.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down	Move down one item.
Up	Move up one item.
Ins (Look up)	Toggle between Search mode and Sort mode.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Lookup

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift-F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Key	Operation
Shift-F5 (Detail Lookup)	Search for detailed information about an item. You can enter information in any of the fields that appear, using these wildcards to restrict or widen the search: *** ? < > =**.
Shift-F6 (Lot Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F7 (Serial Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift-F8 (Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left	Move left one character.
Right	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.
Up/Down	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down (Next Line)	Move down one line item.
Up (Previous Line)	Move up one line item.
PgUp (Previous Page)	Move to the previous screen or to the first line if you are on the first screen.
PgDn (Next Page)	Move to the next screen or to the last line if you are on the last screen.
Home (First Line)	Move to the first line item in the entire list.
End (Last Line)	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output the Report

When you use the **Proceed** (**OK**) command, the Output Information screen appears.

To print the report

- Select **P**rinter and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

- Click **OK** (or press **Enter** in text mode) to continue.

To view the report in Print Preview mode

- Select P**r**int Preview and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.

- Click **OK** (or press **Enter** in text mode) to continue.

To save the report as a File

If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select File. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

Installation and Conversion 2

Installation

Before You Install Sales Order

Make sure your system meets these minimum requirements before you install Sales Order.

The Sales Order system needs a minimum of 6 megabytes (6Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Sales Order

1. Use the Install Applications function in Resource Manager (see the *Resource Manager User's Guide*) to install Accounts Receivable. If you are installing Accounts Receivable and Sales Order at the same time, install Accounts Receivable first, and enter **Y** at the **Install Another Application** prompt.

2. Install the current version of Sales Order. (See the *Resource Manager User's Manual* for more information about the Install Applications function.)

Setting up Sales Order

Once you have installed Accounts Receivable and Sales Order on your system, you must prepare your data files for everyday use.

You can prepare files for use with Accounts Receivable and Sales Order in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the Data File Creation function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*). For instructions on converting your files, see the *Conversion* section later in this chapter.

If you plan to use General Ledger, Inventory, Bank Reconciliation or Job Cost with Accounts Receivable and Sales Order, you must set up those applications before you set up Accounts Receivable and Sales Order.

Conversion

If you use an earlier version of OSAS Sales Order, you can convert your files from the older version to the current version.

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Sales Order data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.0x. If you want to convert to version 6.1 from a version earlier than 3.2, contact a client support representative.

When you convert Sales Order, the system automatically prompts you to convert Accounts Receivable as well.

Note

You must install the new version of both Accounts Receivable and Sales Order before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Tax classes, locations and groups are kept in Resource Manager (the RMCDxxx, RMTXxxx and RMGCxxx files). If you are converting Sales Order from a version previous to 5.0, and you want Sales Order to use the tax information from the earlier version, use the Data File Creation function on the Resource Manager files first. The Accounts Receivable conversion then moves the information from the old files to the new ones.

Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

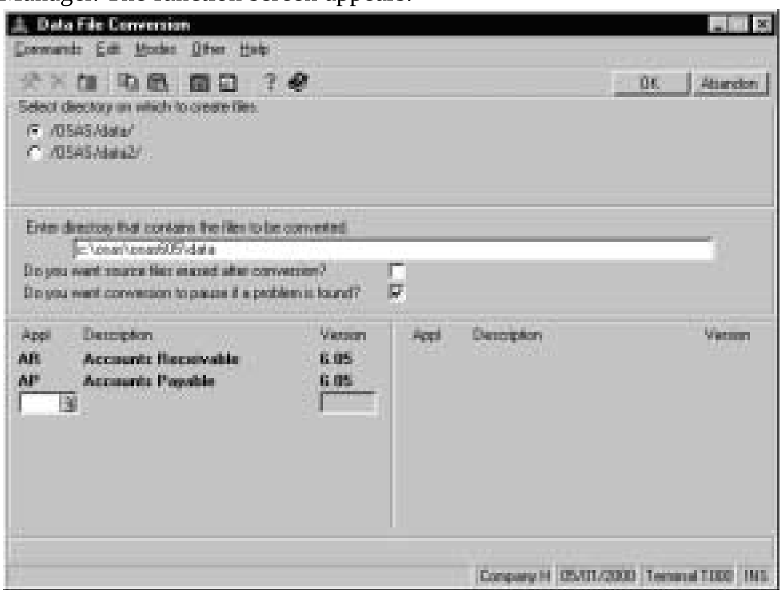
Before you convert an application's files, back up your data files.

Consider Your Setup

Before you try to convert your version of Sales Order to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

Converting to Version 6.1

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.



1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert.You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. Enter **SO** in the Appl column; *Sales Order* appears.

6. Enter your earlier version number of Sales Order, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the **Information** (**Shift-F2**) command on the menu screen.)

7. If data files already exist for Sales Order in the intended destination path, the **SO data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. Accounts Receivable and it's version number appear automatically. You must convert the AR data files as well in order to use Sales Order. If data files already exist for Accounts Receivable in the intended destination path because you already converted them, the **AR data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and reconvert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode).

9. To convert, use the **Proceed** (**OK**) command.

10. The **Do you want a printout of error log after each application**? prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Sales Order files, your answer to this prompt makes no difference.

11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

12. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu—with Sales Order added—appears.

Setup 3

Introduction

Most of the Sales Order system is already set up since it relies on the Accounts Receivable system. Use the functions explained in this chapter to do some tasks designed specifically for the Sales Order system.

If you need to use a task on any menu in Sales Order and you cannot find the function or table in this chapter, see the *Accounts Receivable User's Manual*.

Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

To properly set up the Sales Order system, you need to gather and organize your accounting data. You need the following information:

- a chart of accounts for your business
- sales and receipt cycles
- previous- and current-year sales, returns, and receipts histories organized by customer

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

— — — — — — 0
— — — — — — 1
— — — — — — Z
— — — — — — a
— — — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so forth)
  numbers (0–9)
  uppercase letters (A–Z)
  lowercase letters (a–z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically*. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize customers by name, put the first characters of the name in the customer ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three customers in between.

Setup Checklist and Functions

Follow the steps below to set up the Sales Order system. Each step is explained in this section.

1. Set up the options and interfaces.
2. Build the tables.
3. Build the SORHxxx and SORLxxx (Recurring Order) files.
4. Build the SOBHxxx and SOBLxxx (Blanket Order) files.
5. Enter initial balances.
6. Set up access codes.
7. Set up a backup schedule.

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Sales Order can be interfaced with General Ledger, Inventory, Job Cost, Bank Reconciliation, and Bill of Materials/Kitting.

Sales Order does not have the same interfaces that Accounts Receivable has. You must set up the Sales Order options and interfaces in addition to setting up the Accounts Receivable options and interfaces.

General Ledger

When Sales Order is interfaced with General Ledger, posting in Sales Order makes entries in the GLJRxxx (Journal) file for transactions that affect the ledger (such as sales tax and freight).

Inventory

When Sales Order is interfaced with Inventory, sales order transactions update the quantities in use and committed in the Inventory item records, and posting in Sales Order updates the item stock quantities, dates, balances, and Inventory transaction history.

Job Cost

When Sales Order is interfaced with Job Cost, posting in Sales Order updates billing information in the Job Cost job and phase records. When you enter invoices, refer to the Job Cost Jobs and Phases List for customer IDs and contract numbers.

Bank Reconciliation

When Sales Order is interfaced with Bank Reconciliation, deposits for cash receipts update the BRTRxxx (Transactions) file.

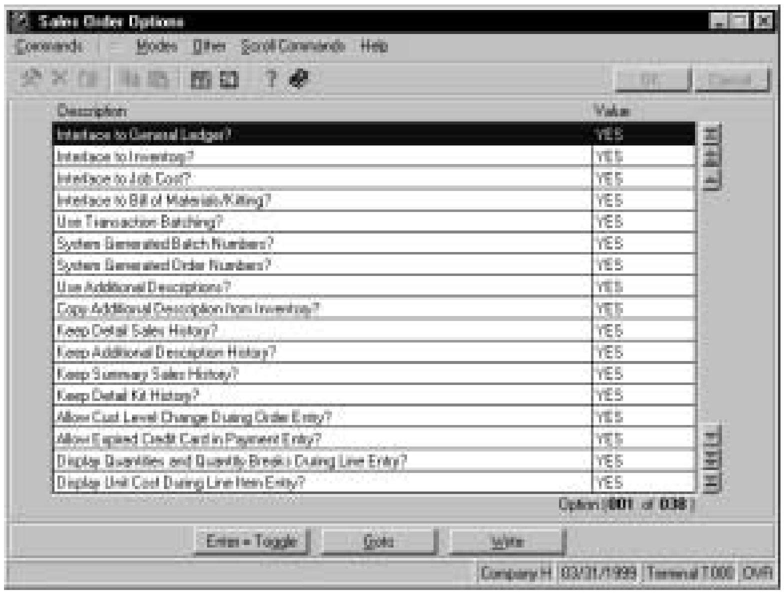
Bill of Materials/Kitting

When Sales Order is interfaced to Bill of Materials/Kitting, you can sell kits on line items for an order. Kits are groups of items that are sold as a combined unit. When you sell a kit, you can edit the kit to adjust its components, if necessary. Selling a kit has the same effect on Inventory that selling each of the individual components would have. Kits can carry their own pricing in Inventory, and they can be printed on invoices and picking slips as a single item, or with the component detail.

Options and Interfaces screen

Select **Options and Interfaces** from the Resource Manager Company Setup menu. The Options and Interfaces screen appears.

The name of the company you are working with is displayed. Specify whether the Options table is *shared* or *owned.* (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **SO** as the application ID. The Sales Order Options screen appears.



Command Bar

Enter = Toggle, **Goto, Write**

To toggle an option (for example, between YES and NO), press **Enter**.

To move the prompt to a different option, press **G**. Then enter the option number.

When you are finished selecting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager Company Setup menu.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface Sales Order with General Ledger, Inventory, Job Cost, Bank Reconciliation, and Bill of Materials/Kitting.

   The interface options work independently of each other. You can respond to them with any combination of Ys and Ns.

2. Toggle to **YES** or **NO** to indicate whether or not you want to use transaction batching. You can use batching to group invoices, credits, and receipts for printing and posting. You can determine how to set up the batches (for example, by time or by workstation). If you use batches, one operator can post transactions in one batch while another operator can add or edit transactions in another batch.

3. Toggle to **YES** or **NO** to indicate whether or not you want the system to generate batch numbers.

4. Toggle to **YES** or **NO** to indicate whether or not you want the system to generate order numbers. If you select YES, you cannot override the order numbers the system assigns.

5. Toggle to **YES** or **NO** to indicate whether or not you want to enter 1 to 10 lines of additional text for each line item on invoices, miscellaneous credits, and recurring entries.

6. Toggle to **YES** or **NO** to indicate whether or not you want to use additional descriptions stored in Inventory. If Sales Order is not interfaced with Inventory, or if you do not use additional descriptions, this option is set to *NO* and you cannot change it.

7. Toggle to **YES** or **NO** to indicate whether or not you want to keep detail sales history. If you select NO, you cannot calculate commissions for sales reps or print the Detail History Report.

8. Toggle to **YES** or **NO** to indicate whether or not you want to keep additional description history. If you do not use additional descriptions, this option is set to *NO* and you cannot change it.

9. Toggle to **YES** or **NO** to indicate whether or not you want to keep summary sales history. If you select NO, you cannot print summary history reports.

10. Toggle to **YES** or **NO** to indicate whether or not you want to keep detail kit history.

11. Toggle to **YES** or **NO** to indicate whether or not you want to be able to change a customer’s price level when you enter orders.

12. Toggle to **YES** or **NO** to indicate whether or not you want to be able to enter an expired credit card as payment for a transaction.

13. Toggle to **YES** or **NO** to indicate whether or not you want quantities and quantity breaks to be displayed when you enter line items.

14. Toggle to **YES** or **NO** to indicate whether or not you want the unit cost of inventory items to be displayed when you enter line items.

15. Toggle to **YES** or **NO** to indicate whether you want to be able to print picking slips online. If you select NO, you can print picking slips only in a batch.

16. Toggle to **YES** if you want to use plain paper picking slips. Toggle to **NO** if you want to use forms.

17. If you elected to use forms for picking slips, toggle to **LASER, 8 1/2 x 11,** or **STANDARD** to indicate the type of picking slip form you use.

18. Toggle to **YES** or **NO** to indicate whether or not you want to include kit components in picking slip sorts.

19. Toggle to **PlainPaper, 8 1/2 x 11,** or **LASER** to indicate the type of packing list form you use.

20. Toggle to **YES** or **NO** to indicate whether or not you want to print packing lists online. If you select NO, you can print packing lists only in a batch.

21. Toggle to **YES** or **NO** to indicate whether or not you want to print invoices online. If you select NO, you can print invoices only in a batch.

22. Toggle to **YES** if you want to use plain paper invoices. Toggle to **NO** if you want to use forms.

23. If you elected to use forms for invoices, toggle to **LASER, 8 1/2 x 11,** or **STANDARD** to indicate the type of invoice form you use.

24. Toggle to **YES** or **NO** to indicate whether or not you want to use prenumbered invoice forms. If you select YES, the system will overwrite invoice numbers you enter. If you select NO, the system will use the invoice numbers you enter.

25. Toggle to **YES** if you want to use plain paper for statements. Toggle to **NO** if you want to use forms.

26. If you elected to use forms for statements, toggle to **LASER, 8 1/2 x 11,** or **STANDARD** to indicate the type of statement form you use.

27. Toggle **DETAIL**, **SUMMARY**, or **NONE** to indicate whether you want to produce bills of lading with full line-item detail, with a summary of all the line items, or no bills of lading forms.

28. If you elected to use bills of lading, toggle to **8 1/2 x 11** or **PLAIN PAPER** to indicate the type of bill of lading form you use.

29. Toggle to **YES** or **NO** to indicate whether or not you want to be able to print bills of lading directly from the Shipping Labels function.

30. Toggle to **YES** or **NO** to indicate whether or not you want the system to generate the numbers for blanket orders.

31. Toggle to **YES** or **NO** to indicate whether or not you want to be able to post data without printing reports.

32. Toggle to **YES** if you want to post line-item detail to General Ledger. Toggle to **NO** if you want to post only summary information.

33. Toggle to **YES** or **NO** to indicate whether or not you want to print the company name and address on plain paper forms.

34. Toggle to **YES** or **NO** to indicate whether or not you want to be able to age invoices online in the ARCUxxx (Customer) file. If you select NO, the invoices are aged when you post.

35. Toggle to **YES** or **NO** to indicate whether or not you want to apply credits to oldest items first for statements. If you select NO, unapplied credits are applied to the current bucket.

Tables

Tables store information relating to the system, data, options, and default settings.

Note

Use tables only to enter and store data. Do not delete lines or rearrange the account descriptions. The system looks for information by the position of the lines in the table. For example, in the ARGLxxx table the system always treats the account on the first line as the cash receipts account and the account on the second line as the discount account.

Many of the tables you use in the Sales Order system were set up in the Accounts Receivable system. However, you must set them up again in Sales Order because the applications do not share this data. Tables in Sales Order are stored in the SOTB file. Tables in Accounts Receivable are stored in the ARTB file.

You can set up the ARGLxxx, ARPDxxx, DUNxxx, FINCHxxx, FORMxxx, and LABEL tables for individual companies and/or all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

Note

You must enter **OWN** in the Option Table Type field in the Options and Interfaces function to be able to set up company-specific tables.

For example, you can set up table ARGL for companies that post sales order transactions to the same general ledger accounts; and you can set up table ARGLA01 for company A01, ARGLB01 for company B01, and so forth if those companies post sales order transactions to different general ledger accounts.

These tables are identified by a four- or five-character prefix and a three-character suffix. The prefix is the table name—ARGL for general ledger accounts, for example. The suffix is a company ID or a systemwide table. If you delete a company-specific table, that company uses the generic table. For example, if you delete table ARGLA01, company A01 uses the ARGL table.

The DFxxxx table (Defaults) and each Quick-Entry table (QCxxxx, QNxxxx, QRxxxx, QSxxxx, and QVxxxx) is identified by a two-character prefix and a four-character suffix. The prefix is the table name—DF for Defaults, QS for Quick-Entry Shipped Orders, and so forth. The suffix is a terminal ID, a company ID, or a systemwide table (without a suffix).

Five different quick-entry tables are set up and used in Accounts Receivable (see the *Accounts Receivable User's Manual*). You must set up new tables specifically for Sales Order, because the only Tables file considered is the SOTB file. Two tables pertain to the Transactions function: QH1xxxx (used for the fields on the left side of the header screen) and QH2xxxx (used for the fields on the right half of the header screen).

You can set up the Defaults and Quick-Entry tables for the following situations:

- Assign each table to a particular terminal. For example, you can assign table DFT001 to terminal T001.
- Assign each table to all terminals in a particular company. For example, you can assign table DFA to all terminals in company A.
- Set up each table as a general table for several companies to use. For example, you can set up table DF for the companies that use the same defaults.

If you have three companies—A01, B01, and C01—you might want the terminals in companies A01 and B01 to share table DF. You might want company C01 to have some of its terminals use a set of defaults specific to each one, while other terminals share values that are common among themselves but specific to company C01.

Companies A01 and B01 can share table DF; no table has the label DFA or DFB. Company C01 can have table DFC, to be used for the terminals in company C01 that do not need their own set of defaults. Each terminal in company C01 that needs its own set of defaults can have its own table; for example, terminal T001 has table DFT001.

Note

The system treats all terminals with the same ID the same way, so you may want to make sure that each terminal ID is unique. For example, if you have two T001 terminals, one in company A01 and one in company C01, the DFT001 table applies to both terminals regardless of the fact that they are in different companies.

When you enter or edit transactions, the system first tries to find a table with a terminal suffix specific to your terminal. If it cannot find one, it looks for a table for the company you are working in. If it cannot find one, it uses the systemwide table. For example, if you are using quick entry to enter an invoice for company A01 on terminal T001, the system first looks for QH1T001. If it cannot find QH1T001, it looks for QH1A. If it cannot find QH1A, it uses the systemwide table QH1.

If the system cannot find any applicable table (perhaps because the systemwide table was accidentally deleted), an error message appears and you must rebuild the table.

Recurring Orders

If some individual customers or groups of customers regularly have the same billing requirements, you can set up the invoices in the SORHxxx SORLxxx, and SORDxxx files and then copy them to the SOTDxxx, SOTHxxx, and SODExxx files when they come due.

Group Codes

When you set up customer records, you assigned a group code to each customer. Use the group codes to set up recurring orders for groups of customers. For example, if you bill group code 4 customers $50 every month, you enter ***4** in the Sold To field. The asterisk indicates that the entry is a group recurring order.

Run Codes

The run code is a unique number that you assign to each recurring order.You copy recurring orders to the SOTDxxx and SOTHxxx files by run codes.

If you do not want to copy an entry to the SOTDxxx and SOTHxxx files after a particular date, enter a cutoff date for it.

You can use the Purge Selected Files function (see page 8-3) on the Periodic Maintenance menu to purge entries from the SORHxxx and SORLxxx files by cutoff dates. Entries with a cutoff date before the date you specify are purged from the SORHxxx and SORLxxx files.

Blanket Orders

If some of your customers have sent blanket orders for which you must ship merchandise over a period of time, you can set up the invoices in the SOBHxxx SOBLxxx, SOBKxxx, SOBSxxx and SOBDxxx files and then copy them to the SOTDxxx, SOTHxxx, and SODExxx files when the customer requests shipments against the blanket.

Blanket Types

You can set up three types of blanket orders. An *on-demand* blanket is an order to purchase set quantities of items at a specific price over a period of time. A *dollar amount* blanket is a standing order to purchase any items up to a fixed total amount. A *scheduled* blanket is an order that lists fixed quantities of specific items to be delivery on specified dates.

Any of these blanket order types can be set up, maintained and released through the Transactions function. Scheduled blankets can also be released using the Release Scheduled Blankets function. You can stop blankets from being released by entering a close date in the blanket order header.

Blanket Reports

Produce the Blanket Order Report to list all blankets and to review your entries for completeness. You can check the scheduled shipments you set up by printing the Scheduled Blankets Report.

Initial Balances

After you have set up the tables and recurring orders, build the ARINxxx (Open Invoice) file to set up initial customer balances.

You can use the summary method, the detail method, or a combination of the summary and detail methods to set up the initial customer balances and open orders.

Summary Method

The summary method is quicker than the detail method, but it does not provide complete sales history.

The summary method consists of the following steps:

1. Enter the unpaid finance charges and outstanding invoice amounts for the current period and the four aging periods, and enter credit and payment history (see the *Accounts Receivable User's Manual*).

2. Use the Build Open Invoice File function (see the *Accounts Receivable User's Manual*) to build an invoice for each unpaid finance charge, current amount due, and balance in an aging period.

3. Use the New Order option in the Transactions function to enter the open orders.

Detail Method

The detail method provides complete sales history, but it is more time-consuming than the summary method.

The detail method consists of the following steps:

1. Enter the invoices, open orders, returned goods, and cash receipts for the current year, and post them to the appropriate periods. Use the Shipped Order option in the Transactions function to enter the invoices and the New Order option to enter open orders.

2. Use the Post Transactions function to post the transactions for shipped or verified orders. (The *Accounts Receivable User's Manual* has more information about posting.)

3. Calculate finance charges on overdue invoices (see the *Accounts Receivable User's Manual*). The customer records are updated with these amounts.

Combination Method

The combination method, a blend of the summary and detail methods, is less time-consuming than the detail method and provides a fully operational ARINxxx file, but it does not provide a complete sales history.

The combination method consists of the following steps:

1. Use the Customers function (see the *Accounts Receivable User's Manual*) to enter summary balances for transactions that are no longer outstanding for the current period and for each aging period, and to enter credit and payment history. (Do not include balances you will enter in step 3.)

2. Use the Build Open Invoice File function (see the *Accounts Receivable User's Manual*) to build one invoice for each unpaid finance charge, current amount due, and balance in an aging period.

3. Enter the invoices and open orders. Use the Shipped Order option in the Transactions function to enter invoices and the New Order option to enter orders.

4. Post the transactions to the ARINxxx file.

5. Calculate finance charges on overdue invoices. The customer records are updated with these amounts.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager Access Codes function to set up access codes on your system. You can set up access codes for the Sales Order system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A Code for Each Company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

What Should Be Protected

Because of the sensitive nature of some of the information in the Sales Order data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Sales Order application itself, each of the Sales Order menus, and the individual functions.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual*.

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up Data Files

Back up your Sales Order data files whenever they change—every day or every week—and before you run these functions:

- Copy Recurring Orders
- Post Transactions
- Purge Selected Files
- Purge Customer Comments

Backing up Programs

Once a month or so, back up your programs. Even though these files do not change, your backup media can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Backup Media

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Use Resource Manager

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

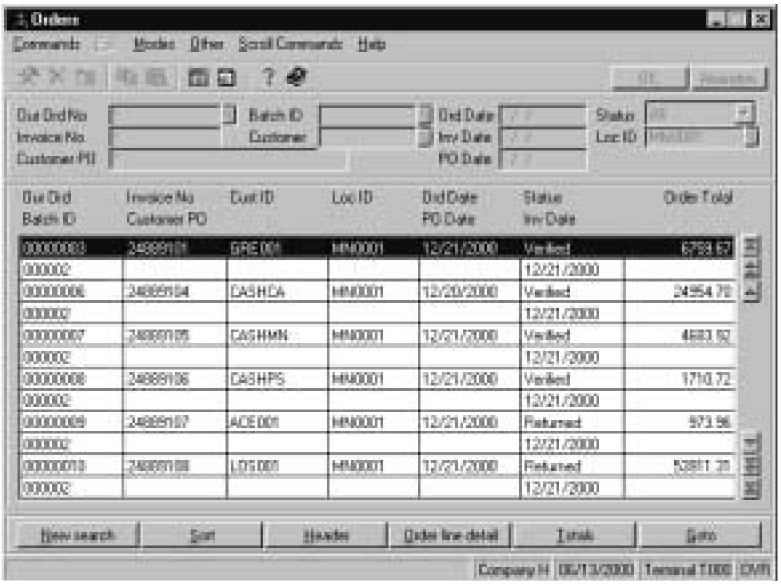
Information Inquiry 4

Orders

Use the Orders function to view information in the SOTDxxx and SOTHxxx (Open Order) files.

Orders Screen

Select **Orders** from the Information Inquiry menu. The function screen appears.



Field	Description
Inquiry Our Ord No	Enter the sales order number you want to look at, press **Enter** to look at all orders, or enter a partial order number to search for using the * or ? wildcard characters.
Invoice No	Enter the invoice number associated with the order you want to find, press **Enter** to look at all invoice numbers, or enter a partial invoice number to search for using the * or ? wildcard characters.

	Field	Description
	Customer PO	Enter the customer's purchase order number associated with the order you want to find, press **Enter** to look at all PO numbers, or enter a partial PO number to search for using the ***** or **?** wildcard characters.
Inquiry	Batch ID	Enter the batch number for the orders you want to view, or press **Enter** to search all batches.
Inquiry	Customer	Enter the ID of the customer to whom the order you want to view belongs, or press **Enter** to view the orders for all customers.
	Ord Date	Enter the date of the order you want to look at, or press **Enter** to view orders for all dates.
	Inv Date	Enter the invoice date associated with the order you want to look at, or press **Enter** to view orders for all invoice dates.
	PO Date	Enter the purchase order date associated with the order you want to look at, or press **Enter** to view orders for all PO dates.
	Status	The system tracks orders in terms of the following statuses, which indicate where an order is in the work cycle: *new*, *picked*, *verified*, *returned*, *invoiced*, *backordered*, or *quote*. Select one of these statuses, or press **A** to look at all statuses.
Inquiry	Loc ID	Enter the location ID for the order you want to look at, or press **Enter** to view orders for all locations. (The **Inquiry** command is available if Sales Order is interfaced with Inventory.)

Command Bar

New search, **Sort**, **Header**, **Order line detail**, **Totals**, **Goto**

To search for a new sales order, press **N**.

To sort the orders a different way—by our order number, by customer purchase order number, by invoice number, by customer ID, by our order date, by customer purchase order date, by invoice date, by status, or by location ID—press **S**. Then select the sort option you want to use.

To look at header information, press **H**. When you return to the header screen, you do not lose the line-item and totals entries, because you already saved them. To return to the Order Inquiry menu, press any key.

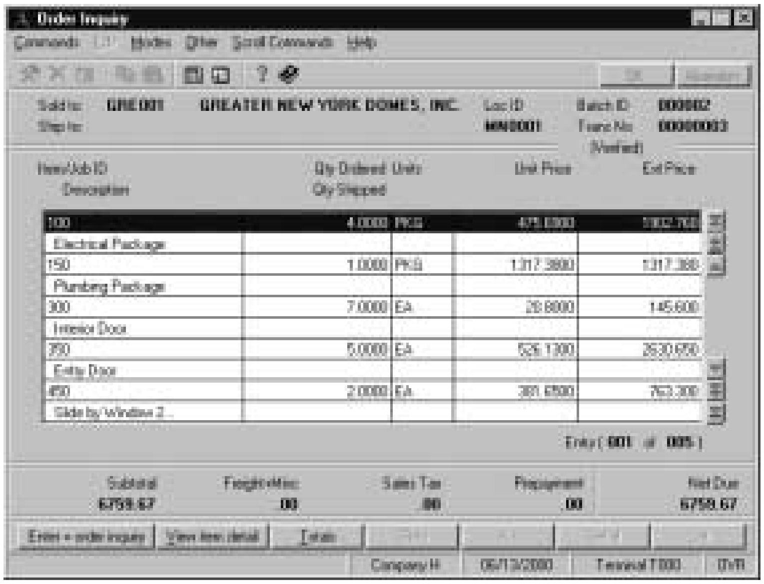
To look at specific orders by line detail, press **O**. Then see **Order Line Detail** below.

To look at totals for an order, press **T**. Then see **Totals** later in this section.

To go to a particular line item, press **G**. Then enter the batch and order number. (This command appears only if there is more than one screen of line items.)

Order Line Detail

When you select the **Order line detail** command, this screen appears:



Command Bar

Enter = order inquiry, **View item detail**, **Totals**, **Goto**, **Kit**, **Serial**, **Lot**

To return to the Order Inquiry screen, press **Enter**.

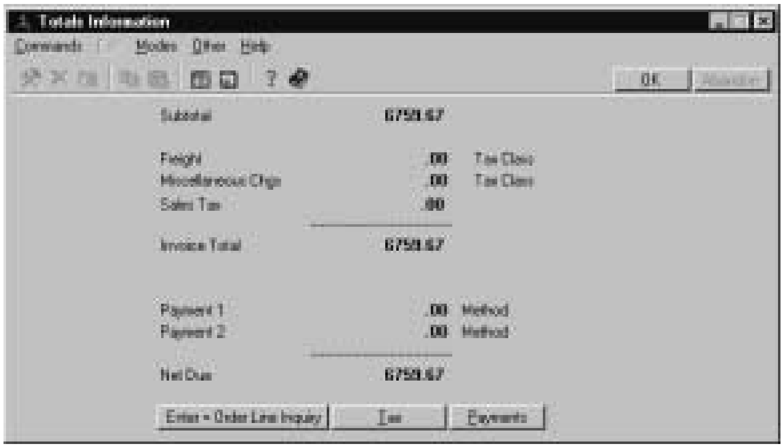
To view an expanded summary of a particular line item, move the prompt to that line item and press **V**. More information about the line item appears on the Item Detail Information screen. To return to the order line detail screen, press any key.

To view totals for an order, press **T**. See **Totals** below.

If the line contains a kitted, serialized, or lotted item, press **K** to view lot detail, **S** to view serial number detail, or **L** to view lot number detail. When you are finished with this detail information, press any key to return to the Order Line Detail screen.

Totals

When you press **T** for Totals, this screen appears:



Command Bar

Enter = Order Line Inquiry, **Tax**, **Payments**

To return to the order line detail screen, press **Enter**.

To look at sales tax information, press **T**. To return to the Totals Information screen, press any key.

To look at prepayment information for the order, press **P**. To return to the Totals Information screen, press any key.

Daily Work 5

Transactions

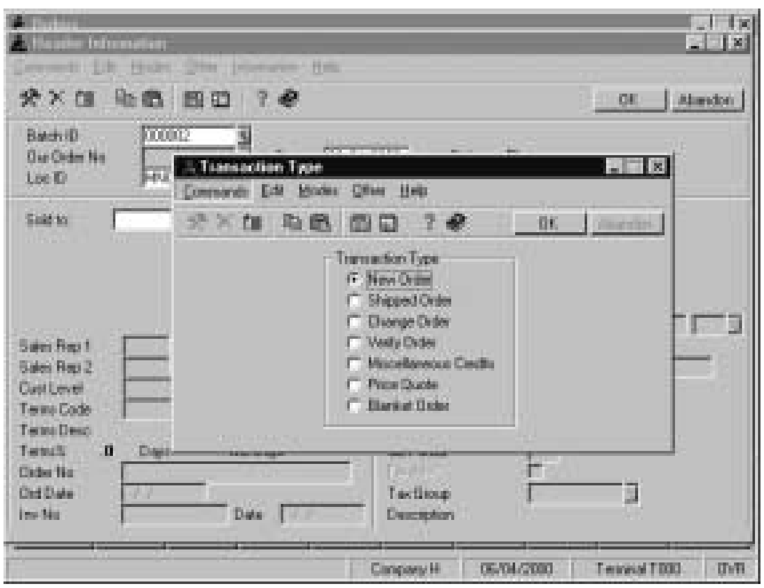
Use the Transactions function to enter new orders, shipped orders, and miscellaneous credits into the SOTDxxx and SOTHxxx (Open Order) files; change and verify orders; issue price quotes and convert price quotes to new orders; and enter, maintain, and release blanket orders.

You can print picking slips online for a new order, or a packing list or an invoice online for a shipped order if you selected these options in the Resource Manager Options and Interfaces function.

You can print invoices online for any customer, even if the customer record does not specify that the customer receive invoices.

Transaction Type Menu

Select **Transactions** from the Daily Work menu. A menu appears.



Select the type of transaction you want to work with. You can

- enter an order you have just received and need to fill
- enter an order with items that have been sent to the customer
- change an order regardless of its status (add, delete, and edit line items; delete entire orders; reprint online picking slips or invoices)
- change an order from *new* or *picked* status to *verified* status
- issue credit to customers for returned goods
- produce professional quotes for your customers
- set up, maintain, or release blanket orders for your customers (turn to page page 5-31 for instructions on working with blanket orders)

The option you select determines which statuses are assigned to the orders.

Statuses

The system tracks orders in terms of the following statuses, which indicate where in the work cycle an order is:

- *New* status means that you entered the order but did not print a picking slip.
- *Picked* status means that you entered the order and printed a picking slip.
- A new or picked order is given *verified* status when you use the Verify Order option to enter shipped and backordered quantities for line items. When you verify an order, you can print an invoice for the order, the amount ordered is transferred to the amount shipped, and a backorder is created for the quantity of each item that cannot be shipped.
- The status of the order becomes *invoiced* when you print an invoice for a verified order.

- An order is given *returned* status when you enter a miscellaneous credit.

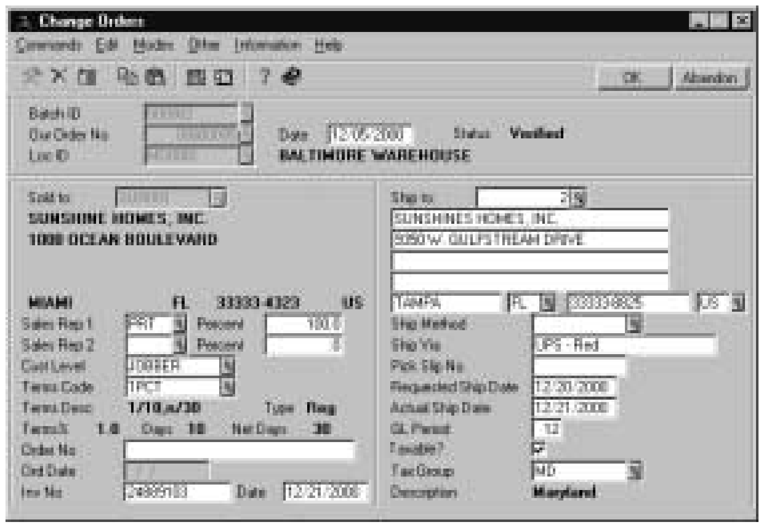
- A verified order is given *backordered* status when you backorder some of the line items and post. The backordered line items are copied to the record of the items backordered to be shipped at a later date.

  When you verify an order or enter an order as *shipped*, you can backorder items for verified or shipped orders. When you post, shipped quantities for both verified and shipped orders are posted, and the backordered quantities are moved into the ordered field with zero quantity shipped.

- A price quote is not an order and is assigned *quote* status. It is entered like an order, so you can determine and quote to the customer the price of an order. Retail prices and costs for inventory line items are displayed, so you can make sure that you will make a profit on the order. Until the customer places the order, this record is not involved in any calculation. When the customer accepts your proposal, you can convert the quote to a live order.

Orders Header Screen

After you make your selection from the Transaction Type menu, the header screen appears.



Note

Information about serialized and lotted items applies only if Sales Order is interfaced with Inventory. See the *Inventory User's Manual* for information about how to change the status of a serialized item.

If you are changing an order, you can change information that pertains to the entire order. You can change any field, but you cannot change the customer ID in the Sold to field for verified and invoiced orders. If you are changing or verifying an order that has serialized items, the status of the items is *in use*.

To delete an order that has no serialized items, use the **Delete** (**F3**) command. If you delete an order that has serialized items, the items are not deleted and their status becomes *available*.

If you are entering a new order, you are not prompted to enter a serialized item. If you are entering a shipped order that has serialized items, the status of the items is *in use*.

	Field	Description
Inquiry Maint	Batch ID	If you are changing or verifying an order, you are not prompted to enter a batch ID. If you elected to use transaction batching in the Resource Manager Options and Interfaces function, press **Enter** to use the batch number displayed or enter a different batch number for the order. If you elected to have the system assign the batch numbers, you can use the **Maintenance** (**F6**) command to generate a new batch number.
Inquiry	Our Order No	This field is for all orders. If you elected in the Resource Manager Options and Interfaces function to have the system generate sales order numbers, the order number is displayed and you cannot change it. If you elected to assign sales order numbers manually, enter the number for the order.
	Date	If you are entering the first order or return in a group, the workstation date is displayed; otherwise, the date you assigned to the last order or return is displayed. If necessary, change the date to indicate when the order was placed.
	Status	The status that is displayed depends on which option you selected from the Transaction Type menu.
Inquiry Maint	Loc ID	If you entered a default location ID when you set up the company, the ID is displayed. Press **Enter** to accept the default location, or enter a different location ID.

	Field	Description
		If you did not enter a default location ID, enter the ID of the location for line items in the order. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.
Inquiry Maint	Sold to	Enter the ID of the customer you are selling goods to or entering credits for. If you use the **Maintenance** (**F6**) command, the Customers function is temporarily called up. (You cannot use the **Maintenance** command to delete customer records.) After you enter the ID, the customer's name and address appear. For a customer that is on credit hold, a message appears after you enter the ID. For a new order or a quote, you can continue entering the order (press **Enter** to remove the message), but you cannot verify it. For a shipped order for a customer on credit hold, you cannot continue entering the order.
Inquiry Maint	Sales Rep 1/Percent	Accept the displayed ID of the sales rep who usually sells to the customer, or enter a different ID. Then enter the percentage of the sale that you want to base the sales rep's commission on, or press **Enter** to base the commission on 100 percent of the sale. If you are returning goods, enter the commission percentage the sales rep received on the original order.
Inquiry Maint	Sales Rep 2/Percent	Enter the ID of the second sales rep receiving a commission on the sale, or press **Enter** to skip this field. Then enter the percentage of the sale that you want to base the sales rep's commission on. The sum of the commission percentages cannot exceed 100.
Inquiry Maint	Cust Level	If you assigned a customer level in the customer record, it is displayed. Accept it, or enter a different customer level. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.

	Field	Description
Inquiry **Maint**	Terms Code	Accept the displayed terms code, or enter a different code. If you use the **Maintenance** (**F6**) command, the Terms Codes function is temporarily called up. After you enter the code, the description and percent for the payment terms of the order appear.
	Order No	To identify the transaction, enter the customer's purchase order number, or press **Enter** to skip this field.
	Order Date	If you entered an order number, enter the date the customer placed the order.
	Inv No	If you assigned an invoice number to the transaction, enter the number.
		If you print the invoice online for shipped orders, the number you enter here is used for the invoice number. If you use the Print Invoices function instead, a different number is assigned to the invoice.
	Inv Date	If you entered an invoice number, enter the invoice date.
Inquiry **Maint**	Ship to	Enter the shipping address code. If you use the **Maintenance** command, the Ship-to Addresses function is temporarily called up. After you enter the code, the address appears if the code is in the ARSAxxx (Ship-to Address) file; accept it, or enter a different address.
		You can skip the Ship to field and still enter shipping information in the fields immediately following it. You can enter four lines of address information, a city, state, zip or postal code, and country code. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available at the State and Country Code fields. You might want to enter information in these fields if the ship-to code is not on file and you do not want it on file, but you still want to enter shipping information for the transaction.
Inquiry **Maint**	Ship Method	Enter the code for the shipping method. The shipping method code is a shortcut for entering the ship via information in the next field.

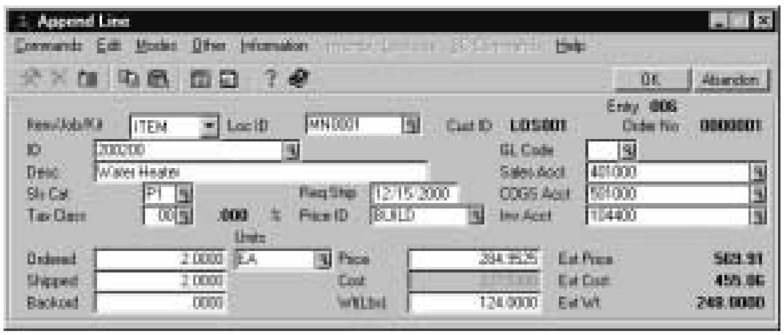
Field	Description
Ship Via	If you entered a shipping code, the means of shipment is displayed. Accept it, or enter a different means. If the shipping code you entered is not on file, enter the means of shipment.
Pick Slip No	If you assigned a picking slip number to the order, enter it or press **Enter** to skip this field. The picking slip number is a useful way of keeping track of goods shipped from more than one location.
Requested Ship Date	Enter the date the customer requested the order to be shipped, or press **Enter** to skip this field. If you are changing an existing order, and you enter a new requested ship date, you can choose to change the requested ship dates in all line items to the new date, or to leave the line item requested ship dates as they are.
Actual Ship Date	Enter the date the order was shipped. If the order has not been shipped, press **Enter** to skip this field.
GL Period	Press **Enter** if you want to post the transaction to the displayed period, or enter a different period. If you enter an order in one period and then ship it in a different period, the GL period is adjusted accordingly.
Taxable?	If any part of the transaction is taxable, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
Inquiry **Maint** Tax Group	Enter the group where the tax is to be applied—even if the transaction is not taxable. If you use the **Maintenance** (**F6**) command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the tax group, the description of the group appears.
Description	Accept the description of the tax group is displayed.

If you are adding an order, the Line Item Entry screen appears. if you are changing an order, the Order Scroll Region screen appears.

Line Item Entry Screen

The Line Item Entry screen appears if you:

- enter a new or shipped order, miscellaneous credits, or a price quote and have finished entering header information
- use the **Append** command on the command bar to append an item to the list
- use the **Edit** command on the command bar to edit an item in the list. If you use this command, the Line Item Entry screen is titled Edit Line instead of Append Line.



	Field	Description
Inquiry	Item/Job ID/Kit	Select the type of the item you want to sell. You can enter **K** to sell a kitted item (if Sales Order is interfaced to Bill of Materials/Kitting), **J** to bill for a job or phase (if Sales Order in interfaced to Job Cost), or **I** if you are selling an inventory, noninventory, or service item.
Inquiry Maint	Loc ID	Press **Enter** to accept the default location ID displayed, or enter a different location from which you want this item sold. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced to Inventory.
Inquiry Maint	ID	Enter the ID of the item, kit or job you want to sell or bill for. If you entered a job ID, you can then enter a phase ID for the job you entered.

	Field	Description
	Desc	The description of the item or job is displayed.
	Additional Desc	If you elected in the Resource Manager Options and Interfaces function to enter additional descriptive text about line items when you enter invoices, the Additional Description Lines window appears when you press **Enter** in the Desc field. You can enter 10 lines of additional text, or press **Enter** to skip this field. When you are finished entering text, press **Enter** at a blank line. The text is saved and you are returned to the line-item entry screen.
Inquiry **Maint**	Sls Cat	The sales category refers to an inventory item. Enter a sales category, or press **Enter** to skip this field. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.
Inquiry **Maint**	Tax Class	If the order is for one customer, the sales tax code you assigned in the customer record is displayed. If the order is for a group of customers, this field is blank. Accept the displayed value, or enter a different value. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.
	Req Ship	If you entered a requested ship date on the order header, that date appears. Press **Enter** to accept it, or enter a different date on which the customer has requested shipment of this item.
Inquiry	Price ID	Enter the price ID for the item. The **Inquiry** (**F2**) command is available if Sales Order is interfaced with Inventory.
Inquiry **Maint**	GL Code	The GL code identifies the pairs of general ledger sales and cost-of-goods-sold (COGS) accounts to use for a line of an entry. (The codes are set up in the GL Codes function.)

	Field	Description
		If you entered a GL code in the DFxxxx table, the code is displayed. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.
Inquiry Maint	Sales Acct/COGS Acct/Inv Acct	If SO is interfaced with Inventory, the account numbers come from the IN item location files. If you entered a GL code, the sales and COGS accounts are displayed. The inventory account is displayed from the ARGLxxx table. Accept each displayed account number, or enter different account numbers. The **Inquiry** (**F2**) command is available if Sales Order is interfaced with General Ledger.
	Ordered	Enter the number of units that were ordered. (If Purchase Order is installed, you can use the **Shift-F3** command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)
Inquiry Maint	Units	Enter the type of unit the item is sold by—for example, **EACH** if it is sold individually. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory. (If Purchase Order is installed, you can use the **Shift-F3** command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)
	Shipped	If you are entering a quote or a new order, you cannot enter anything in this field until the order is copied. Otherwise, enter the number of items that were shipped. (If Purchase Order is installed, you can use the **Shift-F3** command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)
	Backord	If you are entering a quote or a new order, you cannot enter anything in this field until the order is shipped; if not, enter the number of backordered items. (If Purchase Order is installed, you can use the **Shift-F3** command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)

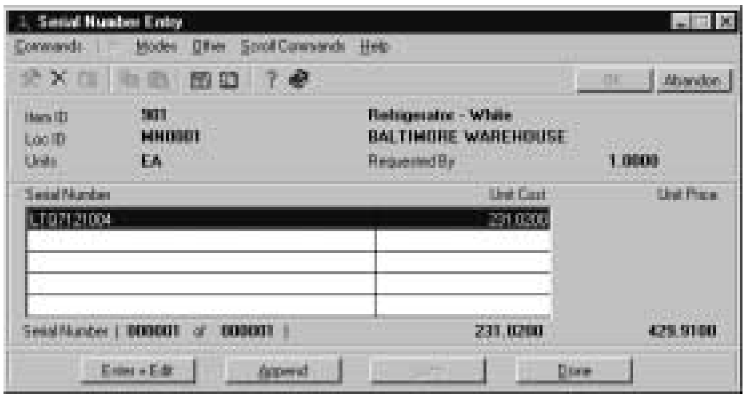
Field	Description
Price/Cost	Enter the item’s unit price.
Cost	The unit cost of the item is displayed. If this is a miscellaneous credit or noninventory item, enter the unit cost of the item.
Wt	Enter the weight of one unit of the item. The weight must be entered in the same unit of measure for all items (for example, in pounds).
Ext Price/Ext Cost	The item’s total price (the quantity times the unit price), total cost (the quantity times the unit cost), and total weight (the quantity times the unit weight) are displayed. The quantity used in the calculation is the Quantity Ordered for quotes and new and picked orders, and the Quantity Shipped for verified and invoiced orders.

When you use the **Proceed** (**OK**) command to save your entries, one of these screens appear:

- If you are entering a serialized item, the Serial Number Entry screen appears (see **Entering Serial Numbers** later in this section).
- If you are entering a lotted item, the Lot Number Entry screen appears (see **Entering Lot Numbers** later in this section).
- If you are entering a kit, you can choose to edit the kit detail, in which case the Kit Detail screen appears (See **Entering Kit Line Items** later in this section).
- If you are entering a standard inventory, noninventory, or service item or job, the Order Scroll Region Screen appears (see **Order Scroll Region Screen** later in this section).

Entering Serialized Numbers

If you entered a serialized item ID, this window appears when you use the **Proceed** (**OK**) command in the Append Line window:



Command Bar

Enter = edit, Append, Goto, Done

- To edit a serial number, move the prompt to the line item and press **Enter**.
- To append a serial number, press **A**.
- To go to a specific serial number in the list, press **G**.
- To exit from the window, press **D**.

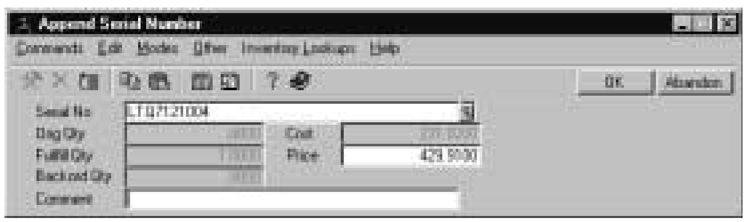
Field	Description
Serial Number	The serial numbers you entered for this line item are displayed. If you enter fewer serial numbers than the original quantity shipped, and then use the **Exit** (**F7**) command, a message informs you that the quantity shipped will be adjusted to a new value. Use the **Proceed (OK)** command to change the quantity shipped to the new value and to backorder the remaining quantity.

Field	Description
Unit Price/Unit Cost	The Unit Price and Unit Cost amounts for each serial number are displayed.
Serial Number (*n* of *n*)	A total of the serial numbers you entered is displayed.

After you enter the information for the last serial number, or when you exit from the Serial Number Entry window, a blank line-item entry window appears. Enter another line-item, use the **Exit** (**F7**) command to return to the Order Scroll Region screen (see **Order Scroll Region Screen** later in this section).

Appending Serial Numbers

If you have serialized items, the Append or Edit Serial Number window appears when you use the edit or append commands in the Serial Number Entry window.



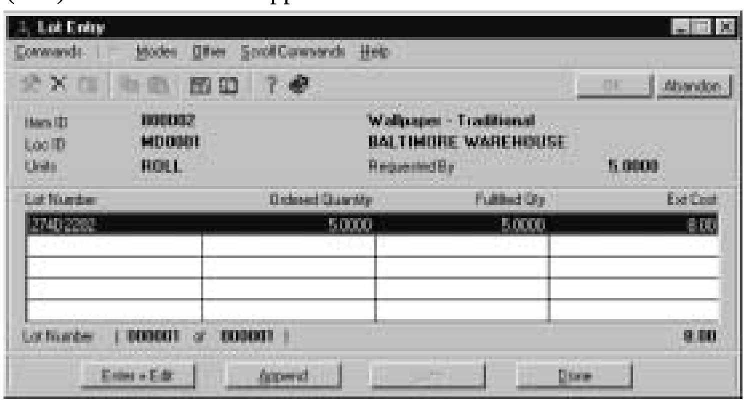
Field	Description
Inquiry Serial No	Enter the serial number of each unit. You must enter an *available* serial number. To return items, you must enter in-use items. The status of those items then becomes *available*. (You cannot return available items.)
Orig Qty	The original order and backorder quantities are displayed. The fulfilled quantity is set to **1.0000** for serialized items.
Cost	The cost of the serialized item is displayed in order entry, and you cannot change it. If this is a miscellaneous credit, enter the cost of the item being returned.

Field	Description
Price	The price of the item is calculated by the system if Sales Order is interfaced to Inventory. Press **Enter** to accept the price displayed, or enter a different price for the item.
Comment	Enter a comment about this serialized item.

Use the **Exit** (**F7)** command to return to the Serial Number Entry window.

Entering Lot Numbers

If you entered a lotted item ID, this window appears when you use the **Proceed** (**OK**) command in the Append Line window:



Command Bar

Enter = edit, Append, Goto, Done

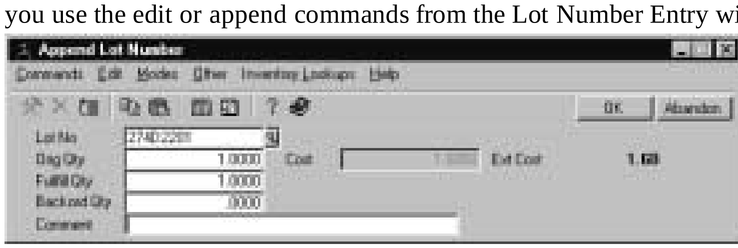
- To edit a lot number, move the prompt to the line item and press **Enter**.
- To append a lot number, press **A**.
- To move to a specific lot number in the list, press **G**.
- To exit from the window, press **D**.

Field	Description
Lot Number	The lot numbers you entered for this line item are displayed. If you enter fewer lot number quantities than the original quantity shipped, and then use the **Exit** (**F7**) command, a message informs you that the quantity shipped will be adjusted to a new value. Use the **Proceed (OK)** command to change the quantity shipped to the new value and to backorder the remaining quantity.
Ordered Quantity/Fulfilled Qty/Ext Cost	The ordered and fulfilled quantities and the extended cost for each lot number are displayed.
Lot Number (*n* of *n*)	A total of the lots you entered is displayed.

After you enter the information for the last serial number or when you exit from the Lot Number Entry window, a blank line-item entry window appears. Enter another line item, use the **Exit** (**F7**) command to return to the Order Scroll Region screen (see **Order Scroll Region Screen** later in this section).

Appending Lot Numbers

If you have lotted items, the Append or Edit Serial Number window appears when you use the edit or append commands from the Lot Number Entry window.



Inquiry

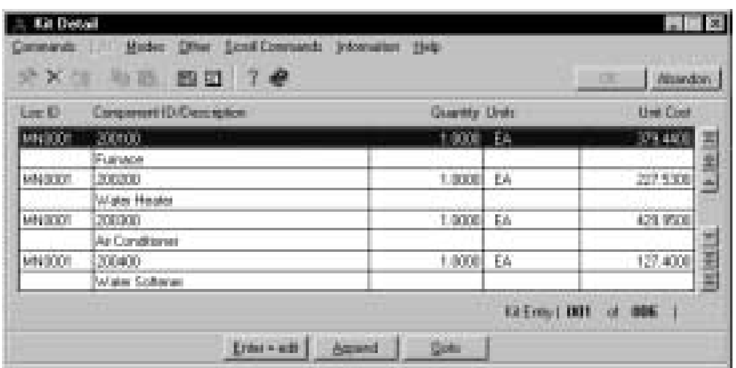
Field	Description
Lot No	Enter the lot number of the item.

Field	Description
Orig Qty	Enter the quantity of this lot specifically ordered by the customer.
Fulfill Qty	Enter the quantity of the lot you have shipped.
Cost	The cost of the items is displayed in order entry, and you cannot change it. If this is a miscellaneous credit, enter the cost of the item being returned.
Backord Qty	Enter the quantity of the lot that has been backordered.
Comment	Enter a comment about the item, if necessary.

Use the **Exit** (**F7)** command to return to the Lot Number Entry window.

Entering Kit Line Items

If you are adding or editing a line item using a kitted item, the following prompt appears when you approve your entries on the Line Item Entry screen: **Edit Kit?**. If you choose the edit the kit, this window appears:



Command Bar

Enter = edit, Append, Goto

- To edit a kit line item, move the prompt to the line item and press **Enter**.
- To append a line item to the kit, press **A**.
- To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

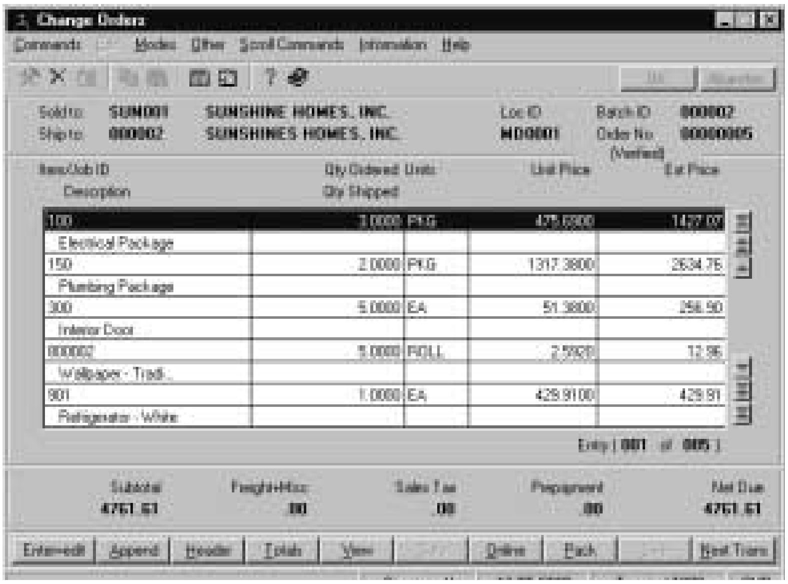
	Field	**Description**
Inquiry Maint	Loc ID	Enter the location ID where the component item is located.
Inquiry Maint	Component ID/ Description	Enter the item ID for the component. The item description appears.
	Quantity	Press **Enter** to accept the component quantity displayed, or enter a different quantity for the component.
Inquiry Maint	Units	Press **Enter** to accept the unit of measure displayed or enter a different unit of measure for the component.
	Unit Cost	The cost of the component is displayed in order entry, and you cannot change it. If this is a miscellaneous credit, enter the cost of the component being returned.

When you are finished entering or editing information about the kit, use the**Exit (F7)** command to return to the Order Scroll Region screen.

Order Scroll Region Screen

The Order Scroll Region screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area (or *scroll region*) is in the middle of the screen.
- The order totals are displayed at the bottom of the screen.



Field	Description
Item/Job ID/Description	The item or job ID and its description are displayed.
Qty Ordered/Qty Shipped	The number of units the customer ordered and the number of units shipped are displayed.
Units	The unit of measure for the order is displayed.
Unit Price	The unit price is displayed.
Ext Price	The extended price is displayed.

Command Bar

Enter = edit, **Append**, **Header**, **Totals**, **View**, **Goto**, **Online**, **Pack, Live**, **Next trans**

To edit a line item, move the prompt to the line item and press **Enter**. (You cannot change the Loc ID and ID fields.)

To add a line item to the end of the list of line items, press **A**.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line item and totals entries, because you already saved them.

To enter or edit totals associated with the order, press **T**. Then see **Totals Information** later in this section.

To look at an expanded summary of the line item, move the prompt to the line item, and press **V**. Additional information about the line item, such as the general ledger account and description, quantities ordered and shipped, and price and cost information, appears on the View Line screen. Press any key to return to the Order Scroll Region screen.

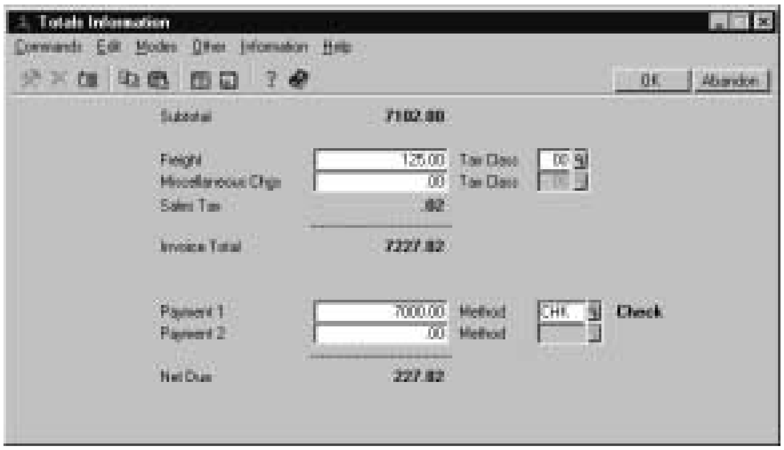
To print picking slips, invoices, or quotes online, press **O**. (This command is available only if you elected to print online in the Resource Manager Options and Interfaces function.) Then see **Online Picking Slips** and/or **Online Invoices or Quotes** later in this section.

To print packing lists online after an order has been shipped and has *verified* or *invoiced* status, press **P**. (This command is available only if you elected to print online in the Resource Manager Options and Interfaces function.) Then see **Online Packing Lists** later in this section.

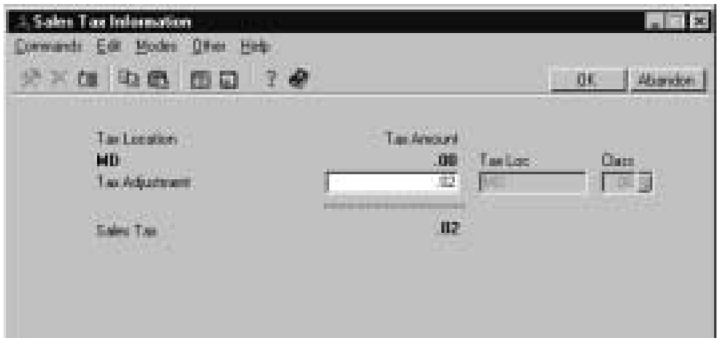
To finish with the transaction on the screen and move to a blank header screen, press **N**.

Totals Information

When you press **T** to work with the transaction totals, the Totals Information screen appears.



Field	Description
Subtotal	The subtotal for the order is displayed.
Freight	Enter the shipping charges to add to the order.
Inquiry **Maint** Tax Class	Enter the tax class for the freight charge. You can enter a value in this field only if the order is taxable and you elected to tax freight in the associated Tax Location (see the *Resource Manager User's Manual*).
Miscellaneous Chgs	Enter the miscellaneous charges (for example, handling).
Inquiry **Maint** Tax Class	Enter the tax class for the miscellaneous charges. You can enter a value in this field only if the order is taxable and you elected to tax miscellaneous charges in the associated Tax Location (see the *Resource Manager User's Manual*).
Sales Tax	The sales tax is displayed. If you change the sales tax, a window appears:



	Field	**Description**
	Tax Location	The tax location is displayed.
	Tax Amount	The resulting tax amount is displayed.
	Tax Adjustment	Enter the amount of the adjustment you want to make to the calculated sales tax, if any.
Inquiry Maint	Tax Loc	The tax location for the adjustment is displayed. If the sales tax group includes more than one tax location, you can specify the tax location that should be adjusted.
Inquiry Maint	Class	Accept the displayed tax class, or enter a different tax class to which the tax adjustment should be applied
	Sales Tax	The total sales tax is displayed.

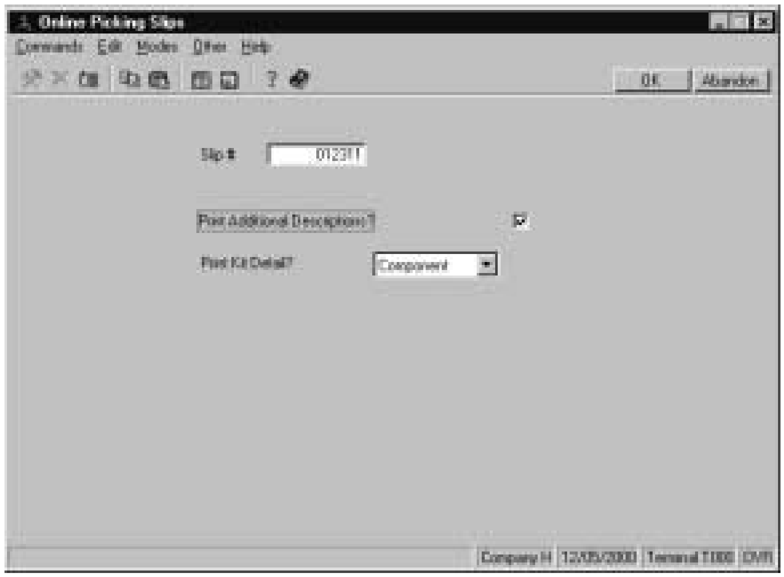
When you approve your entries the cursor returns to the Totals Information screen.

	Invoice Total	The total amount of the invoice (the subtotal plus the freight charges, sales tax, miscellaneous charges, and tax adjustment) is displayed.
Inquiry Maint	Payment 1/Method	Enter the amount of the prepayment, if any. If you enter a payment amount, enter the method of payment code for the type of payment made.

		If you entered a check payment type, enter a check number.
		If you entered a credit card payment type, enter the card number, card holder's name, expiration date, and verification number.
		If you entered a write-off or other payment type, enter a memo for the payment.
Inquiry **Maint**	Payment 2/Method	If your received more than one form of payment on this order, enter the second prepayment amount and the corresponding method of payment code.
		If you entered a check payment type, enter a check number.
		If you entered a credit card payment type, enter the card number, card holder's name, expiration date, and verification number.
		If you entered a write-off or other payment type, enter a memo for the payment.
	Net Due	The total amount of the invoice, after prepayments are subtracted, is displayed.

Online Picking Slips

The Online Picking Slips screen appears when you press **O** on the Order Scroll Region screen:



Note

You cannot print a picking slip for a customer that is on credit hold.

1. Enter the number you want on the slip, or accept the number that is displayed if you entered a shipping number when you entered the order. The shipping number on the order is updated by the slip number you enter. The system date is used for the picking slip.

2. If you want the picking slip to include the additional descriptions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

3. If you want the picking slip to include kit information, press **K**. If you want to print component information, press **C**. If you want to print both kit and component information, press **B**.

4. If you do not want to print an alignment character to make sure that the forms are lined up, select **No** (or enter **N** in text mode). If you want to print an alignment character, select **Yes** (or enter **Y** in text mode). (This step does not apply and this prompt does not appear if you are printing picking slips on plain paper.)

5. Select the output device.

6. If you elected to file the form or if you did not elect to print an alignment character, the **Reprint Picking Slip** prompt appears.

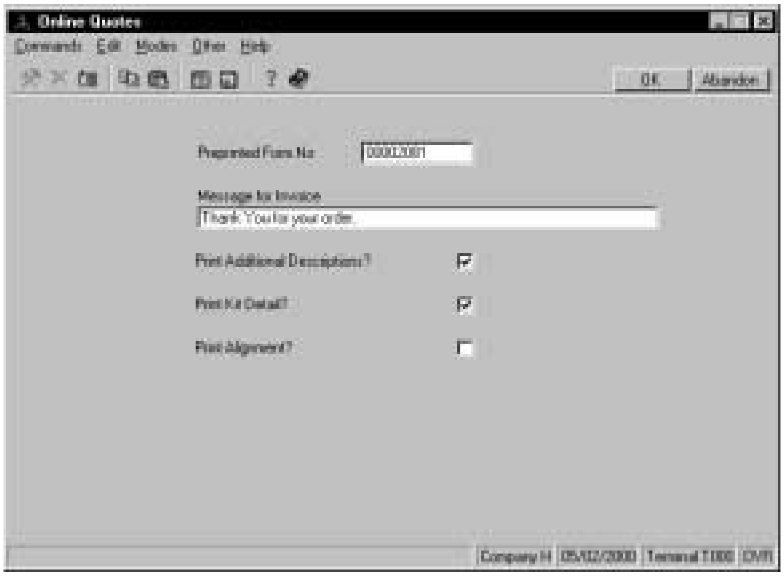
   If the picking slip was printed correctly, select **No** (or enter **N** in text mode). A blank header screen appears. Enter a new transaction, or exit to the Daily Work menu.

   If the picking slip was not printed correctly, select **Yes** (or enter **Y** in text mode). The cursor goes to the Slip No field, where the picking slip number is displayed. Reprint the picking slip, following the above procedures.

   To reprint a picking slip that you printed online, you must use the **Online** command on the Orders screen. Specify the first invoice as the last good slip number. You cannot reprint picking slips that you printed through the Picking Slips function.

Online Invoices or Quotes

The Online Invoicing or Online Quotes screen appears if you are working with a shipped order or a price quote and press **O** on the Order Scroll Region screen (if you elected to print invoices or quotes online in the Resource Manager Options and Interfaces function).



1. Enter the invoice or quote number, or accept the displayed number. If you are printing an invoice or a quote you did not assign a number to, the system date is used as the date.

2. If you want to print a message on the invoice, enter one.

3. If you want the form to include the additional descriptions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

4. If you want the invoice or quote to include kit detail, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

5. If you do not want to print an alignment character to make sure that the forms are lined up, select **No** (or enter **N** in text mode); if you do, select **Yes** (or enter **Y** in text mode). (This step doesn't apply, and this prompt doesn't appear, if you are printing invoices on plain paper.)

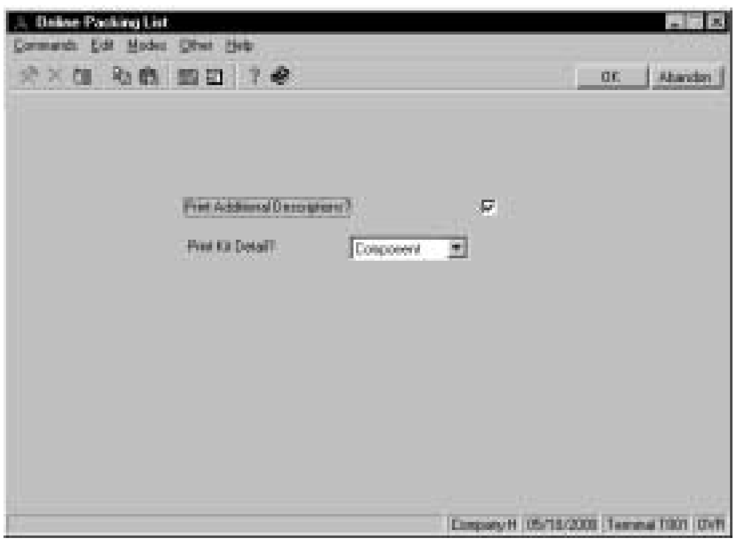
6. Select the output device.

7. If you elected to file the form, if you elected not to print an alignment character, or after the invoice or quote is printed, the **Reprint Invoice** prompt appears. If you select **No**, you are returned to the Orders screen.

   If the invoice or quote was not printed correctly, select **Yes** (or enter **Y** in text mode). The cursor goes to the invoice number field, where the invoice or quote number is displayed. Reprint the invoice or quote, following the above procedures.

Online Packing Lists

The Online Packing Lists screen appears when you press **P** on the Orders screen (if you elected to print packing lists online in the Resource Manager Options and Interfaces function):



1. If you want the packing list to include additional descriptions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in tet mode).

2. If you want the packing list to include kit information, press **K**. If you want to print component information, press **C**. If you want to print both kit and component information, press **B**.

3. If you do not want to print an alignment character to make sure that the forms are lined up, select **No** (or enter **N** in text mode). If you want to print an alignment character, select **Yes** (or enter **Y** in text mode). (This step does not apply and this prompt does not appear if you are printing packing lists on plain paper.)

4. Select the output device.

5. If you elected to file the form or if you did not elect to print an alignment character, the **Reprint Packing List** prompt appears.

   If the packing list was printed correctly, select **No** (or enter **N** in text mode). A blank header screen appears. Enter a new transaction, or exit to the Daily Work menu.

   If the packing list was not printed correctly, select **Yes** (or enter **Y** in text mode). The cursor goes to the Print Additional Descriptions field. Reprint the packing list, following the above procedures.

   To reprint a packing list that you printed online, you must use the **Online** command on the Orders screen. Specify the first invoice as the last good number. You cannot reprint packing lists that you printed through the Packing List function.

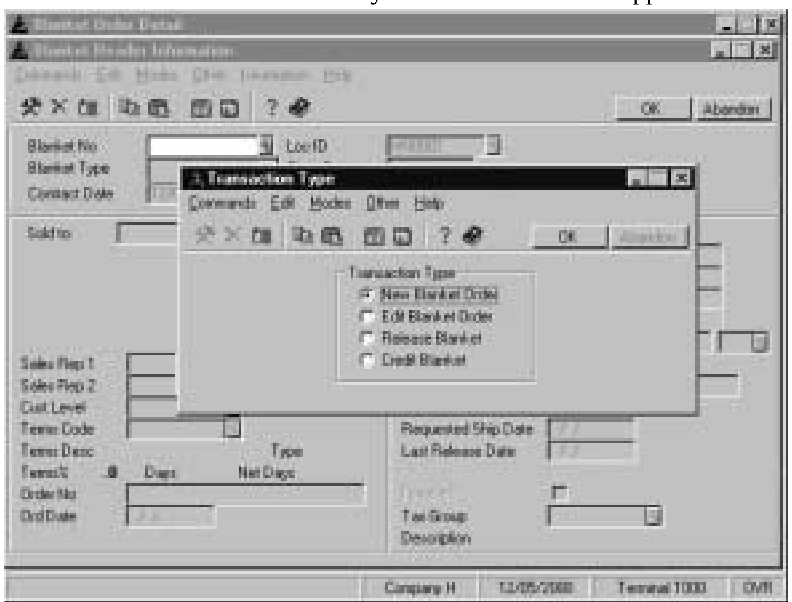
Online Invoice Totals Screen

The Online Invoice Totals screen appears when you are finished entering orders and printing invoices and exit from the Orders screen.

When you are finished looking at the invoice totals, exit to the Daily Work menu. The invoice numbers and dates are updated for the invoices you printed online.

Blanket Order Type Menu

Select **Transactions** from the Daily Work menu. A menu appears.



Select the action you want to perform. You can

- enter a blanket order you have just received
- change a blanket order
- release a new order based on a blanket order
- issue credit to customers for returned goods shipped through a blanket order

The option you select determines which statuses are assigned to the blanket orders.

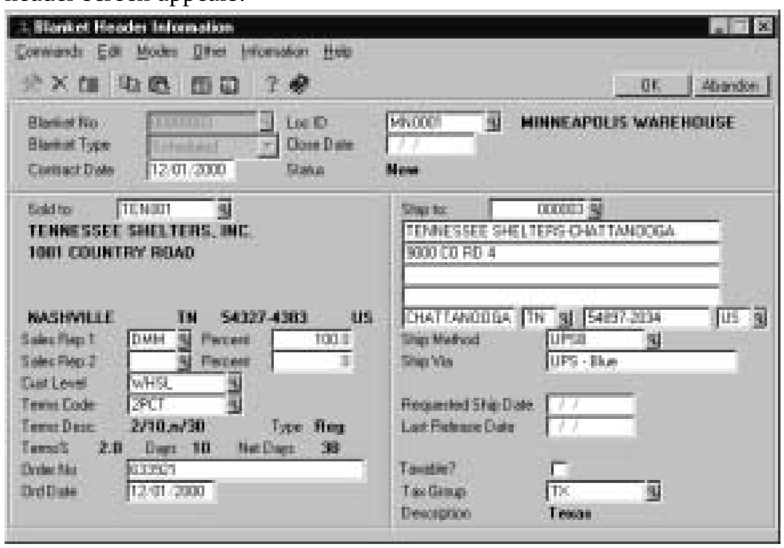
Statuses

The system tracks orders in terms of the following statuses, which indicate where in the work cycle an order is:

- *New* status means that you entered the blanket order, but have not yet released orders against it.
- *In Process* status means that you have released orders against the blanket order.
- *Closed* status means that you have satisfied the entire blanket, the blanket has passed its expiration date, or you have manually closed the blanket. No orders can be released from a closed blanket.

Blanket Orders Header Screen

After you make your selection from the Blanket Transaction Type menu, the header screen appears.



Field	Description
Inquiry Blanket No	If you are editing, releasing or issuing a credit against an existing order, or if you are adding a blanket order and you elected not to have the system generate balnket numbers automatically, enter the blanket number.

Field	Description
	If you are adding a blanket order and you elected to use system-generated blanket order numbers, a number is displayed and you can't change it.
Blanket Order Type	Enter the type of blanket you want to add: To set up a blanket for a fixed dollar amount of any items over a period of time, enter **D** for Dollar Amount. To set up a blanket for a fixed quantity of certain items to be shipped upon request, enter **O** for On Demand. To set up a blanket that requests fixed quantities of specific items to be shipped on specific dates, enter **S** for Scheduled.
Contract Date	Enter the date on which this blanket order becomes active.
Inquiry **Maint** Loc ID	If you entered a default location ID when you set up the company, the ID is displayed. Press **Enter** to accept the location that appears, or enter a different location from which to ship. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.
Close Date	When you have satisfied the entire blanket, the blanket has passed its expiration date, or you no longer want to release orders against this blanket, enter a close date. The status of the order will change to *Closed*. No orders can be released from a closed blanket.
Expire Date	If the blanket will expire on a given date regardless of the quantities released against it, enter the expiration date.
Contract Amount	If you are working with a Dollar Amount blanket, enter the total dollar amount covered by this blanket order.
Status	The status of the blanket order is displayed.

	Field	Description
Inquiry Maint	Sold to	Enter the ID of the customer that issued the blanket. If you use the **Maintenance** command, the Customers function is temporarily called up. (You cannot use the **Maintenance** command to delete customer records.) After you enter the ID, the customer's name and address appear.
Inquiry Maint	Sales Rep 1/Percent	Accept the displayed ID of the sales rep who usually sells to the customer, or enter a different ID. Then enter the percentage of the sale that you want to base the sales rep's commission on, or press **Enter** to base the commission on 100 percent of the sale. If you are returning goods, enter the commission percentage the sales rep received on the original order.
Inquiry Maint	Sales Rep 2/Percent	Enter the ID of the second sales rep receiving a commission on the sale, or press **Enter** to skip this field. Then enter the percentage of the sale that you want to base the sales rep's commission on. The sum of the commission percentages cannot exceed 100.
Inquiry Maint	Cust Level	If you assigned a customer level in the customer record, it is displayed. Accept it, or enter a different customer level. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.
Inquiry Maint	Terms Code	Accept the displayed terms code, or enter a different code. If you use the **Maintenance** (**F6**) command, the Terms Codes function is temporarily called up. After you enter the code, the description and percent for the payment terms of the order appear.
	Order No	To identify the transaction, enter the customer's blanket order number, or press **Enter** to skip this field.
	Order Date	If you entered a blanket order number, enter the date the customer placed the order.

	Field	Description
Inquiry Maint	Ship to	Enter the shipping address code. If you use the **Maintenance** command, the Ship-to Addresses function is temporarily called up. After you enter the code, the address appears if the code is in the ARSAxxx (Ship-to Address) file; accept it, or enter a different address. You can skip the Ship to field and still enter shipping information in the fields immediately following it. You can enter four lines of address information, a city, state, zip or postal code, and country code. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available at the State and Country Code fields. You might want to enter information in these fields if the ship-to code is not on file and you do not want it on file, but you still want to enter shipping information for the transaction.
Inquiry Maint	Ship Method	Enter the code for the shipping method. The shipping method code is a shortcut for entering the ship via information in the next field.
	Ship Via	If you entered a shipping code, the means of shipment is displayed. Accept it, or enter a different means. The Ship Via you enter will be used in all released orders.
	Requested Ship Date	Enter the date the customer requested the order to be shipped, or press **Enter** to skip this field. If you are changing an existing order, and you enter a new requested ship date, you can choose to change the requested ship dates in all line items to the new date, or to leave the line item requested ship dates as they are.
	Last Release Date	When you release an order from the blanket and post the order in Post Transactions, the last release date is updated automatically. Press **Enter** to accept the date displayed.
	Taxable?	If any part of the transaction is taxable, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Field	Description
Inquiry Maint Tax Group	Enter the group where the tax is to be applied—even if the transaction is not taxable. If you use the **Maintenance** (**F6**) command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the tax group, the description of the group appears.
Description	Accept the description of the tax group is displayed.

If you are adding a blanket order, one of these screens appear, depending on the type of blanket:

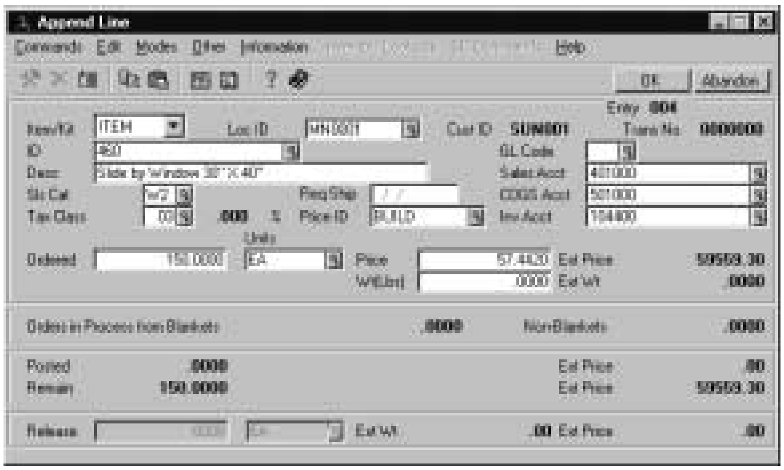
- If you are entering an On-Demand or Scheduled Blanket, the Blanket Line Item Entry screen appears
- If you are entering a Dollar Amount blanket, the Blanket Transaction Type menu reappears.

If you are editing, releasing or returning a blanket, the Blanket Order Scroll Region screen appears.

Blanket Line Item Entry Screen

The Blanket Line Item Entry screen appears if you:

- enter a new blanket order of type On-Demand or Scheduled
- use the **Append** command on the command bar to append an item to the list
- use the **Edit** command on the command bar to edit an item in the list. If you use this command, the Blanket Line Item Entry screen is titled Edit Line instead of Append Line.



	Field	Description
Inquiry	Item/Job ID/Kit	Select the type of the item you want to sell. You can enter **K** to sell a kitted item (if Sales Order is interfaced to Bill of Materials/Kitting), **J** to bill for a job or phase (if Sales Order in interfaced to Job Cost), or **I** if you are selling an inventory, noninventory, or service item.
Inquiry Maint	Loc ID	Press **Enter** to accept the default location ID displayed, or enter a different location from which you want this item sold. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced to Inventory.
Inquiry Maint	ID	Enter the ID of the item, kit or job you want to sell or bill for. If you entered a job ID, you can then enter a phase ID for the job you entered.
	Desc	The description of the item or job is displayed.
	Additional Desc	If you elected in the Resource Manager Options and Interfaces function to enter additional descriptive text about line items when you enter invoices, the Additional Description Lines window appears when you press **Enter** in the Desc field. You can enter 10 lines of additional text, or press **Enter** to skip this field.

	Field	Description
		When you are finished entering text, press **Enter** at a blank line. The text is saved and you are returned to the line-item entry screen.
Inquiry Maint	Sls Cat	The sales category refers to an inventory item. Enter a sales category, or press **Enter** to skip this field. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.
Inquiry Maint	Tax Class	If the order is for one customer, the sales tax code you assigned in the customer record is displayed. If the order is for a group of customers, this field is blank. Accept the displayed value, or enter a different value. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.
	Req Ship	If you entered a requested ship date on the order header, that date appears. Press **Enter** to accept it, or enter a different date on which the customer has requested shipment of this item.
Inquiry	Price ID	Enter the price ID for the item. The **Inquiry** (**F2**) command is available if Sales Order is interfaced with Inventory.
Inquiry Maint	GL Code	The GL code identifies the pairs of general ledger sales and cost-of-goods-sold (COGS) accounts to use for a line of an entry. (The codes are set up in the GL Codes function.) If you entered a GL code in the DFxxxx table, the code is displayed. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.

	Field	Description
Inquiry Maint	Sales Acct/COGS Acct/Inv Acct	If SO is interfaced with Inventory, the account numbers come from the IN item location files. If you entered a GL code, the sales and COGS accounts are displayed. The inventory account is displayed from the ARGLxxx table. Accept each displayed account number, or enter different account numbers. The **Inquiry** (**F2**) command is available if Sales Order is interfaced with General Ledger.
	Ordered	Enter the number of units that were ordered. (If Purchase Order is installed, you can use the **Shift-F3** command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)
Inquiry Maint	Units	Enter the type of unit the item is sold by—for example, **EACH** if it is sold individually. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory. (If Purchase Order is installed, you can use the **Shift-F3** command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)
	Shipped	If you are entering a quote or a new order, you cannot enter anything in this field until the order is copied. Otherwise, enter the number of items that were shipped. (If Purchase Order is installed, you can use the **Shift-F3** command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)
	Backord	If you are entering a quote or a new order, you cannot enter anything in this field until the order is shipped; if not, enter the number of backordered items. (If Purchase Order is installed, you can use the **Shift-F3** command to generate a purchase requisition. This information is stored in the Generate Orders function in Purchase Order.)
	Price/Cost	Enter the item’s unit price.
	Cost	The unit cost of the item is displayed. If this is a miscellaneous credit or noninventory item, enter the unit cost of the item.

Field	Description
Wt	Enter the weight of one unit of the item. The weight must be entered in the same unit of measure for all items (for example, in pounds).
Ext Price/Ext Cost	The item's total price (the quantity times the unit price), total cost (the quantity times the unit cost), and total weight (the quantity times the unit weight) are displayed. The quantity used in the calculation is the Quantity Ordered for quotes and new and picked orders, and the Quantity Shipped for verified and invoiced orders.

When you use the **Proceed** (**OK**) command to save your entries, the Blanket Order Scroll Region Screen appears.

Blanket Order Scroll Region Screen

The Blanket Order Scroll Region screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area (or *scroll region*) is in the middle of the screen.
- The order totals are displayed at the bottom of the screen.

Field	Description
Item/Job ID/Description	The item or job ID and its description are displayed.
Qty Ordered/Qty Released	The number of units the customer ordered and the number of units released to orders are displayed.
Units	The unit of measure for the order is displayed.
Unit Price	The unit price is displayed.
Ext Price	The extended price is displayed.

Command Bar

Enter = edit, **Append**, **Header**, **Totals**, **View**, **Goto**, **Release**, **Next trans**

To edit a blanket line item, move the prompt to the line item and press **Enter**. Use this command to enter release quantities before releasing a dollar-amount or on-demand blanket.

To add a line item to the end of the list of line items, press **A**. Use this command to enter release quantities for items not previously released on a dollar-amount blanket.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line item and totals entries, because you already saved them.

To enter or edit totals associated with the order, press **T**. Then see **Totals Information** later in this section.

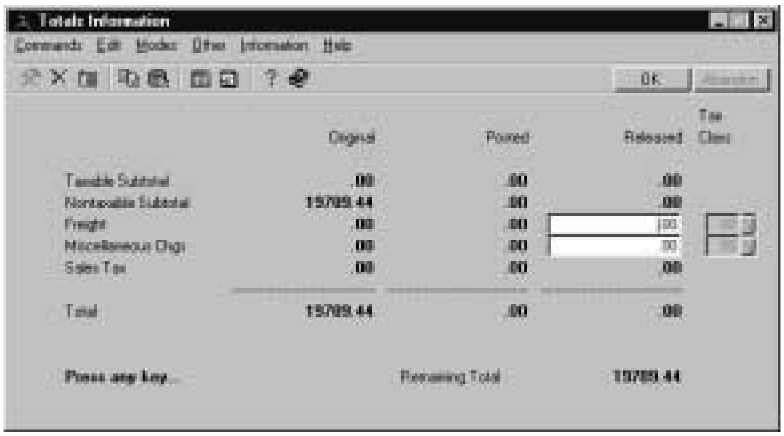
To look at an expanded summary of the line item, move the prompt to the line item, and press **V**. Additional information about the line item, such as the general ledger account and description, quantities ordered and shipped, and price and cost information, appears on the View Line screen. Press any key to return to the Blanket Order Scroll Region screen.

To release quantities from this blanket to a New sales order, press **R**. Then see **Release Blanket Screen** below.

To finish with the transaction on the screen and move to a blank header screen, press **N**.

Totals Information

When you press **T** to work with the transaction totals, the Blanket Totals Information screen appears.



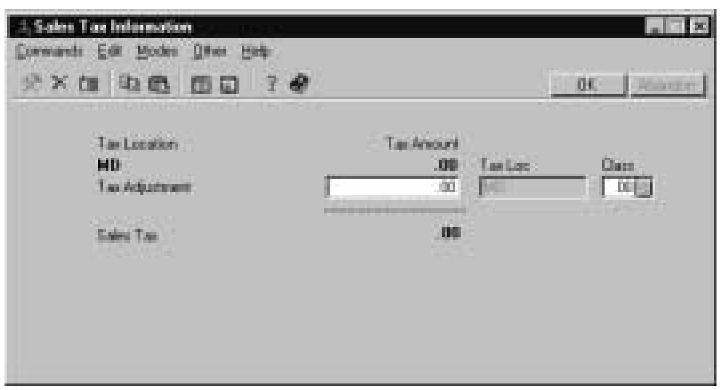
The totals in the Original column present the original blanket order totals for on-demand and dollar-amount blankets.

The totals in the Posted column present the totals you have released to sales orders, shipped, and posted.

The totals in the Release column present the totals that you have currently entered for release. These totals represent the total amounts of the resulting sales order when you use the Release command from the Blanket Order Scroll Region screen. After you release the order, these totals return to zero. Later, when you post the resulting order, the Posted totals are updated.

Field	Description
Taxable Subtotal/ Nontaxable Subtotal	The taxable and nontaxable subtotals for the blanket order are displayed.
Freight	The original and posted freight charges are displayed. Enter the shipping charges to add to the pending release.

	Field	Description
Inquiry Maint	Tax Class	If the new order is taxable, you elected to tax freight charges in the Tax Location record (see the *Resource Manager User's Manual*), enter the tax class for the freight charge.
	Miscellaneous Chgs	The original and posted miscellaneous charges are displayed. Enter the miscellaneous charges (for example, handling) that will apply to the pending release.
Inquiry Maint	Tax Class	If the new order is taxable, you elected to tax miscellaneous charges in the Tax Location record (see the *Resource Manager User's Manual*), enter the tax class for the charges.
	Sales Tax	The original and posted sales tax are displayed. If the order is taxable, the Sales Tax Information window appears so you can change the sales tax, if necessary.



Field	**Description**
Tax Location	The tax location is displayed.
Tax Amount	The resulting tax amount is displayed.

	Field	Description
	Tax Adjustment	Enter the amount of the adjustment you want to make to the calculated sales tax, if any.
Inquiry Maint	Tax Loc	The tax location for the adjustment is displayed. If the sales tax group includes more than one tax location, you can specify the tax location that should be adjusted.
Inquiry Maint	Class	Accept the displayed tax class, or enter a different tax class to receive the adjustment amount.
	Sales Tax	The total sales tax is displayed.

When you approve your entries the cursor returns to the Totals Information screen.

Field	Description
Remaining Total	The amount of the blanket order remaining (the original total less the posted and released totals) is displayed.

Copy Recurring Orders

Use the Copy Recurring Orders function to copy orders in the SORDxxx and SORHxxx (Recurring Order) files to the SOTDxxx and SOTHxxx (Open Order) files when the recurring orders come due. The orders are copied as *new* orders and are treated like any other transaction—you can change them and print a picking slip, a packing list, and an invoice for them.

Before you copy recurring orders, print the Recurring Orders List (ch. 8, sec. 1) and back up your data files.

Copy Recurring Orders Screen

Select **Copy Recurring Orders** from the Daily Work menu. The function screen appears.

1. Enter the range of run codes whose recurring orders you want to copy (A2).

2. Press **Enter** to copy the orders to the displayed period, or enter a different period (1–13).

3. When you entered recurring orders, you might have entered cutoff dates for them. Accept the system date as the cutoff date, or enter a different date. (The ship date on the order is updated with the system date.) Orders that have cutoff dates before the date you enter here will not be copied to the SOTDxxx and SOTHxxx files.

4. If you elected to assign sales order numbers in the Resource Manager Options and Interfaces function, enter the first order number to use for the recurring orders. To prevent organization problems, enter leading zeros to right-justify the numbers.

   If you elected to have the system generate sales order numbers, the number of the first order that the recurring orders will be copied to is displayed and you cannot change it.

Inquiry

Maint

5. Enter the ID of the batch to copy to (A6). If you use the **Maintenance** command, the Batch Control function is temporarily called up.

   This field does not appear if you elected not to use batching in the Resource Manager Options and Interfaces function.

6. Select the output device.

A sample Copy Recurring Orders Log is at the end of this section.

After the entries are copied and the log is produced, the Daily Work menu appears.

Copy Recurring Orders Log

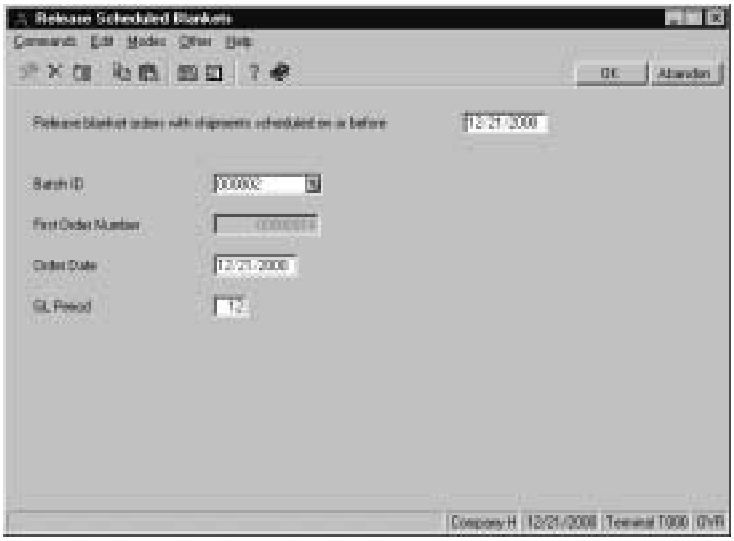
```
12/21/2000                    Builders Supply                        PAGE   1
10:36 AM                  Copy Recurring Orders Log
Cutoff Date 12/21/2000         All Run Codes
                                 Batch ID 000002

From     To                                          Customer       Order
Ord No   Ord No Entry Description                       ID          Amount

00004600 00000023 001 Electrical Package              ACE001     38055.20
00004600 00000023 002 Exterior Panels                 ACE001     14100.14
00004600 00000023 003 Interior Door                   ACE001       228.36
00004600 00000023 004 Interior Materials              ACE001      4491.95
00004600 00000023 999 (Subtotal, Tax, Freight, Misc.) ACE001     56890.65

00004601 00000024 001 Interior Materials              DAL001     13475.86
00004601 00000024 002 Interior Door                   DAL001       346.66
00004601 00000024 003 Entry Door                      DAL001      2860.07
00004601 00000024 004 Slide by Window 24" x 40"       DAL001      1626.77
00004601 00000024 005 Millwork Package                DAL001     10879.05
00004601 00000024 006 Cabinets                        DAL001      2110.19
00004601 00000024 999 (Subtotal, Tax, Freight, Misc.) DAL001     31348.59

00004603 00000025 001 Electrical Package              LOS001      4519.06
00004603 00000025 002 Plumbing Package                LOS001     12515.21
00004603 00000025 003 Exterior Panels                 LOS001     12757.27
00004603 00000025 004 Interior Door                   LOS001       271.18
00004603 00000025 999 (Subtotal, Tax, Freight, Misc.) LOS001     30062.70

00004620 00000026 001 Electrical Package              KAN001      1803.64
00004620 00000026 002 Entry Door                      KAN001      1191.70
00004620 00000026 003 Slide by Window 24" x 40"       KAN001       813.38
00004620 00000026 004 Millwork Package                KAN001      2175.81
00004620 00000026 005 Cabinets                        KAN001      5275.46
00004620 00000026 999 (Subtotal, Tax, Freight, Misc.) KAN001     11259.99

SERVICE  00000027 001 SERVICE CHARGE FOR USE OF 900   DAL001        43.00
SERVICE  00000027 999 (Subtotal, Tax, Freight, Misc.) DAL001        43.00

SERVICE  00000028 001 SERVICE CHARGE FOR USE OF 900   GRE001        43.00
SERVICE  00000028 999 (Subtotal, Tax, Freight, Misc.) GRE001        43.00

SERVICE  00000029 001 SERVICE CHARGE FOR USE OF 900   LOS001        43.00
SERVICE  00000029 999 (Subtotal, Tax, Freight, Misc.) LOS001        43.00

SERVICE  00000030 001 SERVICE CHARGE FOR USE OF 900   SUN001        43.00
SERVICE  00000030 999 (Subtotal, Tax, Freight, Misc.) SUN001        43.00

SERVICE  00000031 001 SERVICE CHARGE FOR USE OF 900   TEN001        43.00
SERVICE  00000031 999 (Subtotal, Tax, Freight, Misc.) TEN001        43.00


   24 lines copied.                 Grand total              129776.93

 End of Report
```

Release Scheduled Blankets

The Release Scheduled Blankets function locates unreleased blanket orders and creates sales orders automatically.

Release Scheduled Blanket Screen

Select **Release Scheduled Blankets** from the Daily Work menu. That function screen appears.



1. Enter the date to release blanket orders on or before.

Inquiry

2. Select the batch ID you are working with.
3. Enter the first order number to be released.
4. Determine the date of the order to be released and enter it.
5. Enter the GL Period of the order.

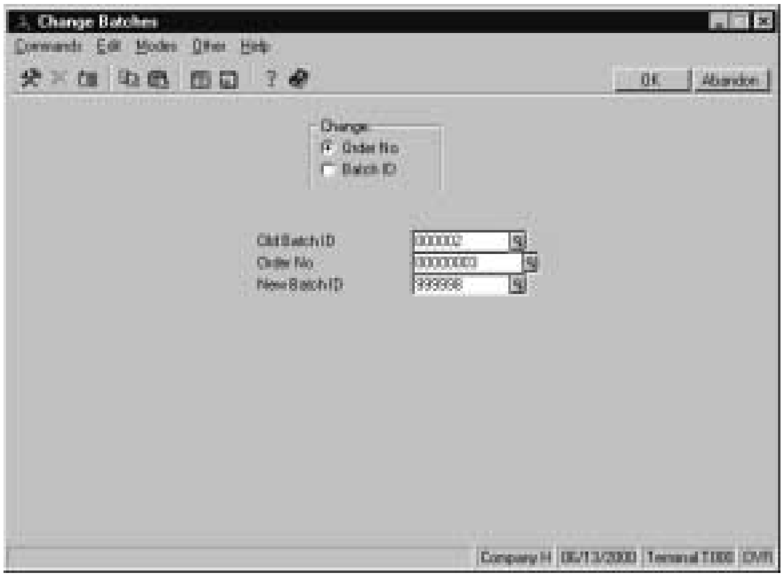
When you use the **Proceed (OK)** command, the Daily Work menu appears.

Change Batches

Use the Change Batches function to change batch numbers for orders, cash receipts, and additioanl descriptions.

Change Batches Screen

Select **Change Batches** from the Daily Work menu. The function screen appears.



1. Select the kind of information you want to change: order number or batch ID.

Inquiry

2. Enter the batch ID you are working with (A6).

Inquiry

3. If you elected to work with an order number, enter the number (A4).

Inquiry

4. Enter the new batch ID (A6). If you did not specify an order number, you are replacing the old batch ID with this one.

When you use the **Proceed (OK)** command, the Daily Work menu appears.

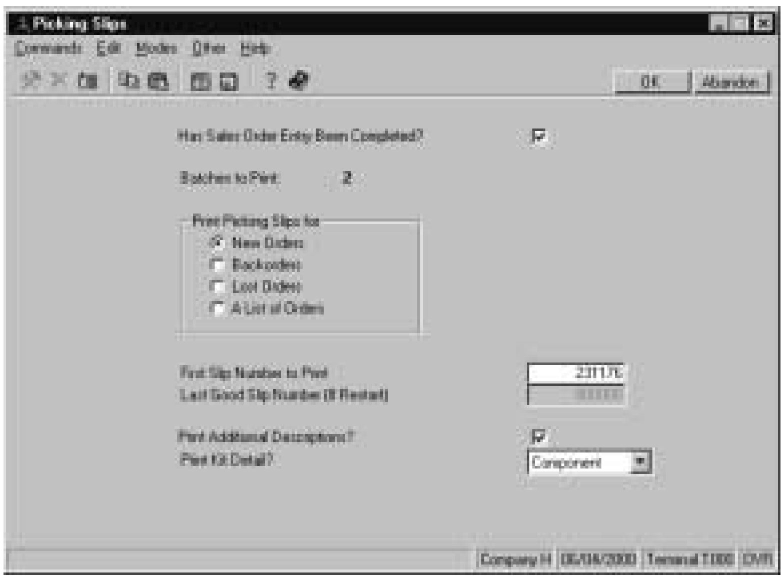
Shipping Reports 6

Picking Slips

A picking slip lists the items and quantities that are needed to fill an order. If an entire order cannot be filled, the stockroom worker can write on the picking slip the quantity of each item that must be backordered. Then the original order is verified against the picking slip.

Picking Slips Screen

Select **Picking Slips** from the Shipping Reports menu. The function screen appears.



1. If you have entered all the sales orders, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter**N** in text mode). If you not entered all the sales orders for this print run, exit to the menu and enter them before you print.

2. Select the batches you want to print. You can enter multiple batches in a single print run.

   If you elected not to use batch processing in the Resource Manager Options and Interfaces function, the Batches to Print screen does not appear.

3. Select the type of orders you want to produce picking slips for. To reprint picking slips you printed online, select **A List of Orders**.

   You cannot print picking slips for quotes or returned goods.

   You can print picking slips for orders from customers that are on credit hold only if you elect to print picking slips for a list of customers. A warning message appears, but you can still print the picking slips.

4. Enter the number of the first picking slip.

5. If you are reprinting picking slips (for example, because the printer jammed), enter the number of the last form that was printed correctly. If you want to start over, press **Enter**.

   Each batch of picking slips is temporarily stored in the SOSLxxx (Picking Slips Restart) file. If you want to reprint a batch of picking slips, you must do it before you print any other slips. In addition, you must use the same options you originally used to print the slips. For example, if the printer jammed while you were printing slips for *new* orders, print slips for *new* orders before you print slips for other orders.

6. If you want to print additional descriptive text on the picking slips, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

7. If you want the picking slip to include kit information, press **K**. If you want to print component information, press **C**. If you want to print both kit and component information, press **B**.

8. Select the output device.

9. If you elect to print the forms, an alignment character is printed in the form's top right-hand corner. If the X is not centered in the alignment box (or if the Xs are not aligned in the grid on laser forms), adjust the form and select **No** (or enter **N** in text mode). The alignment character is printed again. Continue this procedure until the form is aligned; then select **Yes** (or enter **Y** in text mode) to print the invoices, credit memos, and quotes.

   If you are printing picking slips for a list of orders, the Print Picking Slips for a List of Orders window appears. Enter the number of the first order you want to print a picking slip for. When you press **Enter**, another highlighted box appears. Continue entering order numbers. When you are finished, print the picking slips.

A sample picking slip is at the end of this section.

After the slips are printed, the Shipping Reports menu appears.

Shipping Labels

Use the Shipping Labels function to print shipping labels with the format you set up in the Shipping Label Setup function.

Shipping Labels Screen

Select **Shipping Labels** from the Shipping Reports menu. The function screen appears.

Inquiry

1. Accept the displayed label ID, or enter a different ID.

Inquiry

2. Enter the order number for the shipping label you want to print. The name and address that will be printed are displayed for verification. If you do not enter an order number, you must manually enter the name and address.

3. Enter the number of labels you want to print.

4. If you want to print an alignment character, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

5. Select the output device.

Sample shipping labels are at the end of this section.

After the labels are printed, on of these things happens:

- If you elected to print bills of lading from shipping labels in the Resource Manager Options and Interfaces function, the Bill of Lading Selection screen appears (see page 6-15).

- If you did not elect to print bills of lading from shipping labels, the Shipping Reports menu appears.

Shipping Labels

```
GRE001       100-555-0011
GREATER NEW YORK DOMES, INC.
1001 AVE OF THE AMERICAS
NEW YORK CITY NY 10012-4335


GRE001       100-555-0011
GREATER NEW YORK DOMES, INC.
1001 AVE OF THE AMERICAS
NEW YORK CITY NY 10012-4335


GRE001       100-555-0011
GREATER NEW YORK DOMES, INC.
1001 AVE OF THE AMERICAS
NEW YORK CITY NY 10012-4335


GRE001       100-555-0011
GREATER NEW YORK DOMES, INC.
1001 AVE OF THE AMERICAS
NEW YORK CITY NY 10012-4335


GRE001       100-555-0011
GREATER NEW YORK DOMES, INC.
1001 AVE OF THE AMERICAS
NEW YORK CITY NY 10012-4335


GRE001       100-555-0011
GREATER NEW YORK DOMES, INC.
1001 AVE OF THE AMERICAS
NEW YORK CITY NY 10012-4335
```

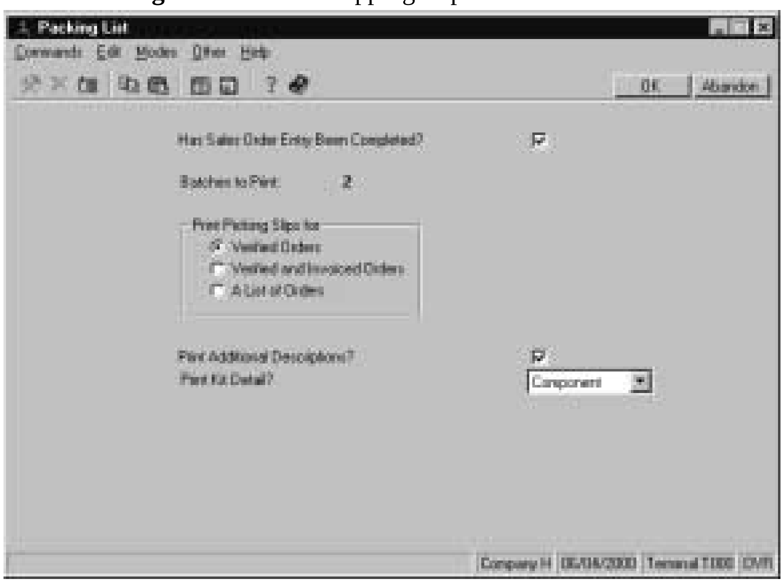
Packing List

Use the Packing List function to print packing lists for orders generated through the Transactions function with *verified* or *invoiced* statuses.

Packing lists are similar to picking slips, but they include the quantity shipped and backordered.

Packing List Screen

Select **Packing List** from the Shipping Reports menu. The function screen appears.



1. If you have entered all the sales orders, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you have not entered all sales order, return to the menu and do so before proceeding.

2. Select the batches you want to print. You can select multiple batches to print in the same print run.

If you elected not to use batch processing in the Resource Manager Options and Interfaces function, the Batches to Print screen does not appear.

3. Select the type of orders you want to produce packing lists for. To reprint packing lists you printed online, select **A List of Orders**.

4. If you want to print additional descriptive text on the packing lists, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

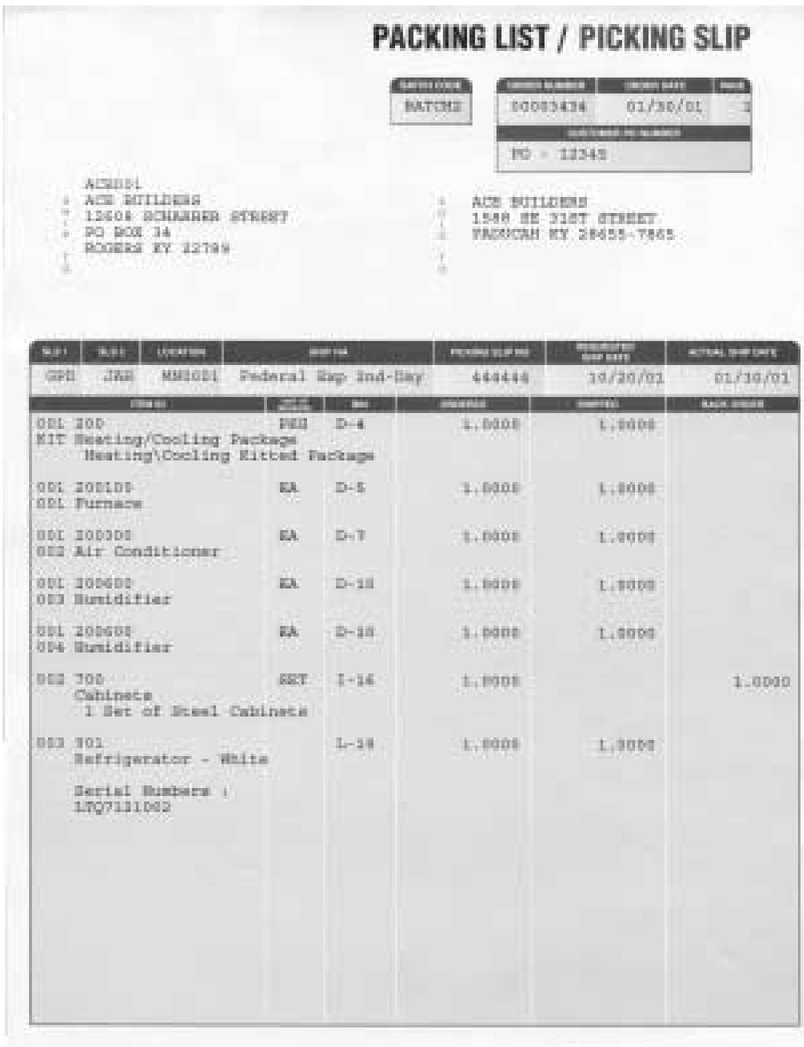
5. If you want the packing list to include kit information, press **K**. If you want to print component information, press **C**. If you want to print both kit and component information, press **B**.

6. Select the output device.

A sample packing list is at the end of this section.

After the packing lists are printed, the Shipping Reports menu appears.

Packing List



PACKING LIST / PICKING SLIP

BATCH2

00003434 01/30/01 1

PO - 12345

ACE001
ACE BUILDERS
12608 SCHARBER STREET
PO BOX 34
ROGERS KY 22799

ACE BUILDERS
1580 SE 31ST STREET
PADUCAH KY 28655-7865

GPD	JAE	MAS001	Federal Exp 2nd-Day	444444	10/20/01	01/30/01

001 200 KIT Heating/Cooling Package Heating\Cooling Kitted Package	PKG	D-4	1.0000	1.0000	
001 200100 001 Furnace	EA	D-5	1.0000	1.0000	
001 200300 002 Air Conditioner	EA	D-7	1.0000	1.0000	
001 200600 003 Humidifier	EA	D-10	1.0000	1.0000	
001 200600 004 Humidifier	EA	D-10	1.0000	1.0000	
002 700 Cabinets 1 Set of Steel Cabinets	SET	I-16	1.0000		1.0000
003 701 Refrigerator - White Serial Numbers : LTQ7121002		L-18	1.0000	1.0000	

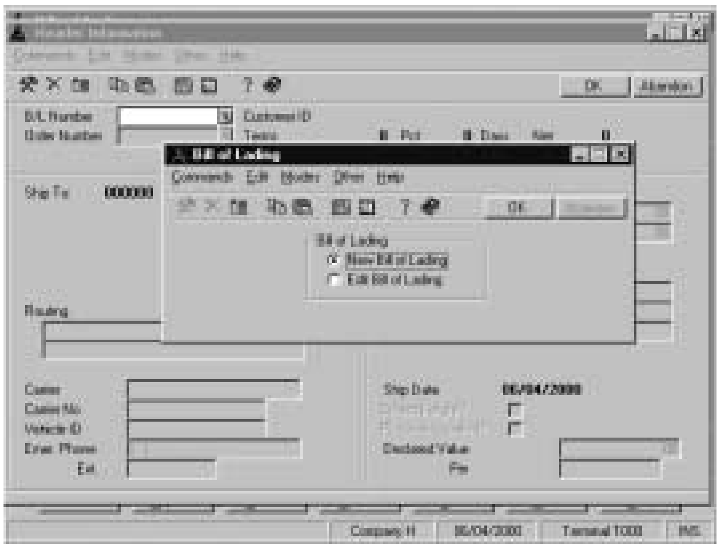
Bills of Lading

Use the Bills of Lading function to print shipping documents for any order with *verified* or *invoiced* statuses.

The bills of lading documents can be printed from the Shipping Reports menu or from within the Shipping Labels function.

Bills of Lading Screen

Select **Bills of Lading** from the Shipping Reports menu. A menu appears/

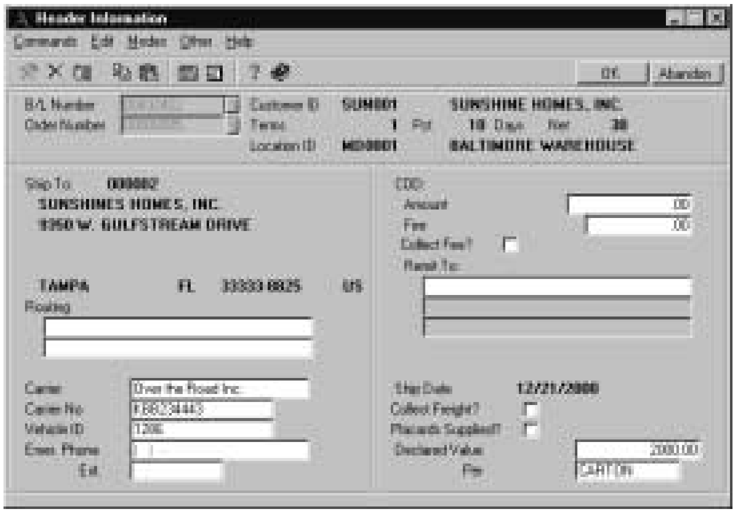


Select the type of action you want to perform. You can enter a new bill of lading or you can edit an existing bill of lading.

After you make your selection from the Transaction Type menu, the header screen appears.

Header Screen

The information you enter the Header Information screen will print on the bill of lading.



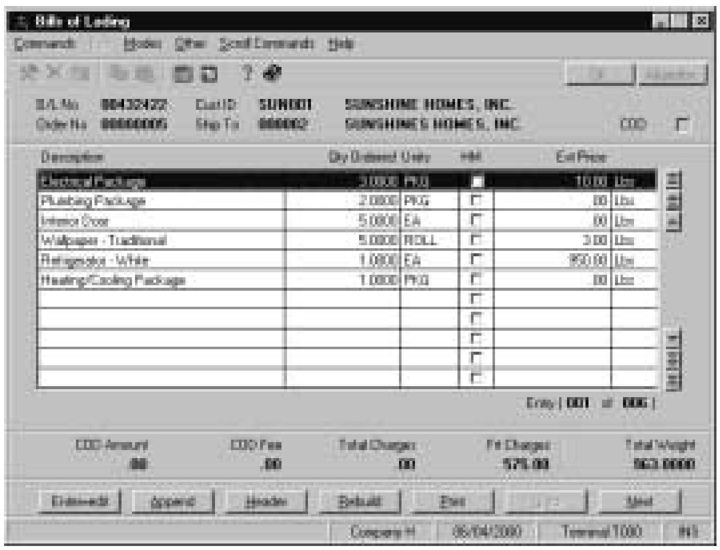
	Field	Description
Inquiry	B/L Number	Enter a number to identify the bill of lading. If you are editing a bill of lading, enter the number or use the **Inquiry** (**F2**) command and select a number from the list that appears.
Inquiry	Order Number	Enter the order number you want to print the bill of lading for. The information from the order you choose is used to build the bill of lading information in either summary or detail, depending on the option you chose in the Resource Manager Options and Interfaces function.
	Customer ID/Terms/ Location ID	The customer information is displayed. See the Transactions function (page 5-3) to set up the customer information.
	Ship to	The Ship to information is displayed. See the Transactions function (page 5-3) to edit the information.

Field	Description
Routing	Enter the routing information for the freight being shipped.
Carrier	Enter the name of the freight carrier.
Carrier No	If the carrier has an identification number, enter it in the field.
Vehicle ID	Enter an ID for the carrier's vehicle that will transport the shipment, if available.
Emer. Phone/Ext.	Enter the contact number for the shipment. If the shipment is a hazardous material, you must enter an emergency contact number.
COD: Amount/Fee/ Collect Fee/Remit To	If the shipment is COD, enter the relevant information.
Ship Date	The shipping date is displayed. See the Transactions function (page 5-3) to modify the ship date.
Collect Freight?	If the carrier must collect the freight charges on delivery, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
Placards Supplied?	If placards are issued with the shipment, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
Declared Value/per	Enter the declared value of the shipment.

When you use the **Proceed** (**OK**) command to save your entries, the Bill of Lading Scroll Region screen appears.

Bill of Lading Scroll Region Screen

The Bill of Lading Scroll Region screen displays the contents of the shipment documented by this bill of lading.



Field	Description
B/L No/Cust ID/ Order No./Ship To/COD	Information from the Header screen is displayed.
Description	The description of the item or job is displayed.
Qty Ordered Units	Enter the number of units the shipment contains.
HM	If the freight contains hazardous material, the box is checked (or **Y** appears in text mode).
Ext Wt	The extended weight is displayed.
COD Amount/COD Fee/ Total Charges/Fit Charges/ Total Weight	Freight and COD amounts and charges are displayed. The total weight of the shipment is also displayed.

Command Bar

Enter = edit, **Append**, **Header**, **Rebuild, Print, Goto, Next**

To edit a line item, move the prompt to the line item and press **Enter**. The Edit Line Item screen appears.

To add a line item to the end of the list of line items, press **A**. The Append Line Item screen appears.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and totals entries, because you already saved them.

To rebuild the bill of lading from the original order (losing any changes you've made to the line items), press **R**. The bill of lading will be recreated automatically.

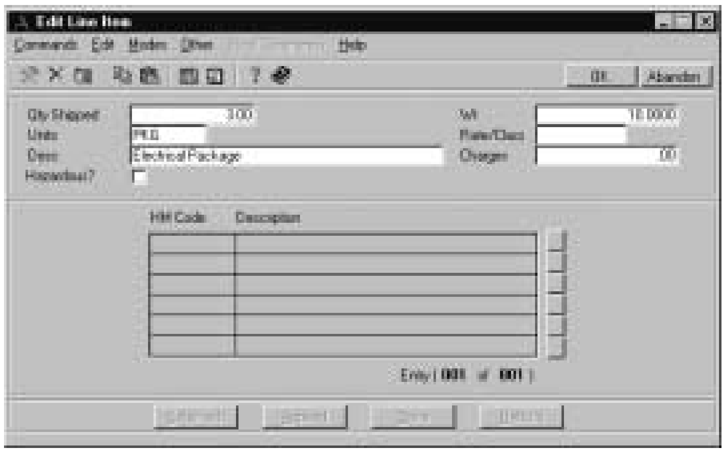
To print a bill of lading, press **P**. Select the output device from the Output Information screen that appears.

To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

To finish with the transaction on the screen and move to a blank header screen, press **N**.

Edit/Append Line Item Screen

The Edit/Append Line Item screen appears when you use either the Edit or Append commands from the Bill of Lading Scroll Region screen.



Field	Description
Qty Shipped	Enter the quantity shipped.
Units	Enter the unit of measure for the item.
Desc	Enter a description for the item.
Hazardous?	If the freight is hazardous, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If the line contains hazardous material, you can enter the codes after you save the line item.
Wt.	Enter the weight for each unit of the item.
Rate/Class	Enter the shipping rate or class.
Charges	Enter any charges attached to the item.

If the line item contains hazardous materials, you can enter the hazardous material codes associated with the contents of the line item in the scroll region.

Command Bar

Enter = edit, **Append**, **Done, Rebuild**

To edit a hazardous item press **Enter**. The Edit Hazardous Waste Code screen appears.

To add a line item to the end of the list of line items, press **A**. The Append Line Item screen appears.

To return to the line item entry screen, press **D**.

To rebuild the entry from the original sales order, press **R**. The hazardous waste codes for the line item are re-created and redisplayed.

Edit/Append Hazardous Waste Code Screen

	Field	Description
Inquiry	HM Code	Enter the ERG hazardous materials code. If Sales Order is interfaced to Inventory, the **Inquiry** (**F2**) command is available.
	Description	The description for the hazardous material is displayed or enter a description of the hazardous material selected.

Use the **Proceed** (**OK**) command to save your entries and return to the Edit/ Append Line Item screen.

When you are finished adding hazardous materials codes to this line item, press **D** to return to the Bill of Lading Scroll Region screen.

Bill of Lading

```
                                            STRAIGHT BILL OF LADING
NAME OF CARRIER   Over the Road Inc.                        | CARRIER NUMBER KBB234443    | DATE  12/21/00    |SHIPPER # 00432422
RECEIVED, subject to the classifications and lawfully filed tariffs in effect on the date of issue of this Bill of Lading, the prop-
erty described above in good order, except as noted, marked, consigned and destined as above which said carrier agrees to carry to
its usual place of delivery at said property, that every service to be performed shall be subject to the terms and conditions on the
Uniform Domestic Straight Bill of Lading. Shipper hereby certifies familiarity with the terms and conditions of the Bill of Lading,
set forth in the governing classification or tariff, and that the terms and conditions are hereby agred to by the shipper and
accepted for himself and his assigns.
FROM:    BUILDERS SUPPLY                                     |  TO:        SUNSHINES HOMES, INC.
SHIPPER  1157 VALLEY PARK DR                                 |  CONSIGNEE  9350 W. GULFSTREAM DRIVE
         SHAKOPEE MN 55379                                   |             TAMPA FL 33333-8825
                                                             |
                                                             |
DELIVERING                             |ROUTE                                              | VEHICLE
CARRIER                                |                                                   | NUMBER:  1286
           | KIND OF PACKAGING, DESCRIPTION OF ARTICLES,                |    | WEIGHT* (subject |   CLASS   |  |   CHARGES
  NO. UNITS| HM | SPECIAL MARKS AND EXCEPTIONS                          |ERG#|  to correction)  |  OR RATE  |CK|(Carrier Use)
       3.00| N  | Electrical Package                                    |    |       2274.0000  |           |  |          .00
       2.00| N  | Plumbing Package                                      |    |       1855.0000  |           |  |          .00
       5.00| N  | Interior Door                                         |    |        101.5000  |           |  |          .00
       5.00| N  | Wallpaper - Traditional                               |    |          3.0000  |           |  |          .00
       1.00| N  | Refrigerator - White                                  |    |        950.0000  |           |  |          .00
       1.00| N  | Heating/Cooling Package                               |    |       1500.0000  |           |  |          .00
                                                        |DRIVER'S SIGNATURE                        |EMERGENCY RESPONSE PHONE #
PLACARDS SUPPLIED?   NO                                 |                                          |  (   )   -     Ext.
REMIT TO:                                                    |                                     | C.O.D. FEE:
                                                             |                                     |   ___PREPAID
                                                             | C.O.D. Amount    $         .00      |        $          .00
When rate is dependant on value,     | Subject to Section 7 of conditions, if this shipment is to be    | TOTAL
the agreed upon or declared value    | delivered to the consignee without recourse on the consignor, the | CHARGES:   $          .00
is specifically stated by the        | consignor shall make this statement: The carrier shall not make   |
shipper to be not exceeding:         | delivery of this shipment without payment of freight and other    | Freight Charges are
                                     | lawful charges.                                                   |        Prepaid
$      2000.00  per CARTON           | Signature of Consignor:                                           |
This is to certify that the above materials are properly classified, described, packaged, marked, labeled, and in proper condition
for transportation, according to the applicable regulations of the Department of Transportation.
                                               SHIPPER, Per                              AGENT, Per
```

Backorder Allocation Report

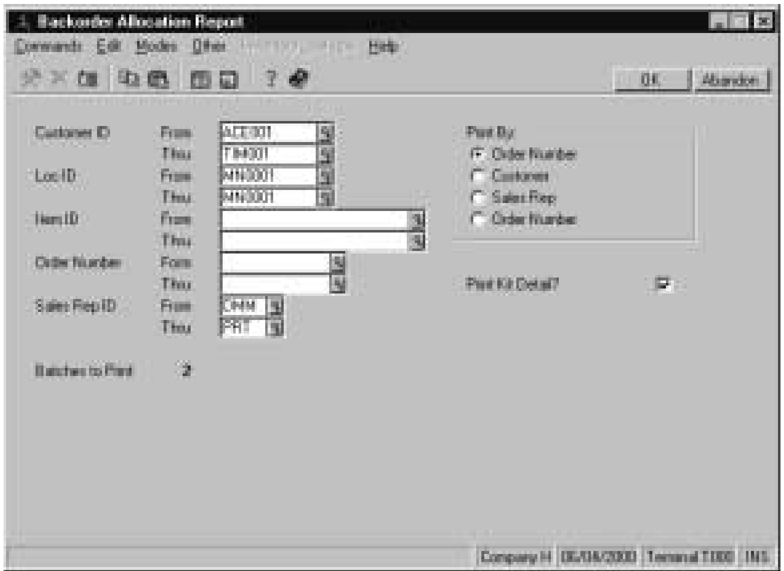
Produce the Backorder Allocation Report to determine which backorders can be filled with items that have been received in Inventory.

The report shows how the backorders can be filled based on how you organize the report. For example, you might have 30 orders for item 100, but your customers have received only 25. If you organize the report by customer ID, the backorders for the first customer in the range is filled first, then the backorder for the second customer, and so forth until the 25 items are allocated.

If Sales Order is not interfaced with Inventory or if a backordered item is not set up in Inventory, backordered lines for the item are listed because the system cannot discern the quantity available.

Backorder Allocation Report Screen

Select **Backorder Allocation Report** from the Shipping Reports menu. The function screen appears.



Inquiry

1. Enter the range of customers you want to include in the report.

Inquiry

2. Enter the range of locations you want to include in the report.

Inquiry

3. Enter the range of items you want to include in the report.

Inquiry

4. Enter the range of order numbers you want to include in the report.

Inquiry

5. Enter the range of sales reps you want to include in the report.

6. Select the batches you want to print. You have this option only if you elected to use batching in the Resource Manager Options and Interfaces function.

7. Select the order in which you want to print the report. The report is organized first by location, then by item, and then by your selection here.

8. If you want to print kit detail in the report, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

9. Select the output device.

A sample Backorder Allocation Report is at the end of this section.

After the report is produced, the Shipping Reports menu appears.

Backordered Items

If the inventory-on-hand quantity is zero for a backordered item, the report does not list the item.

The available quantity is shown in base units regardless of the line item's unit of measure. This value is the item's on-hand quantity minus its in-use quantity.

When, in the course of filling backorders, the system reaches an on-hand quantity of zero, it partially fills a backorder. The remaining backorders are allocated a quantity of zero.

The balance available is the available quantity minus the allocated quantity. If the backordered quantity is more than or the same as the available quantity, the balance available is zero.

The amount in the Ext Price column is the order unit price times the allocated quantity. Base units are used in the calculation of the three values. The amount is rounded to two decimal places. You can use the amounts in the Ext Price column along with the item, location, and report totals to forecast the revenue you receive by filling the backorders.

Backorder Allocation Report

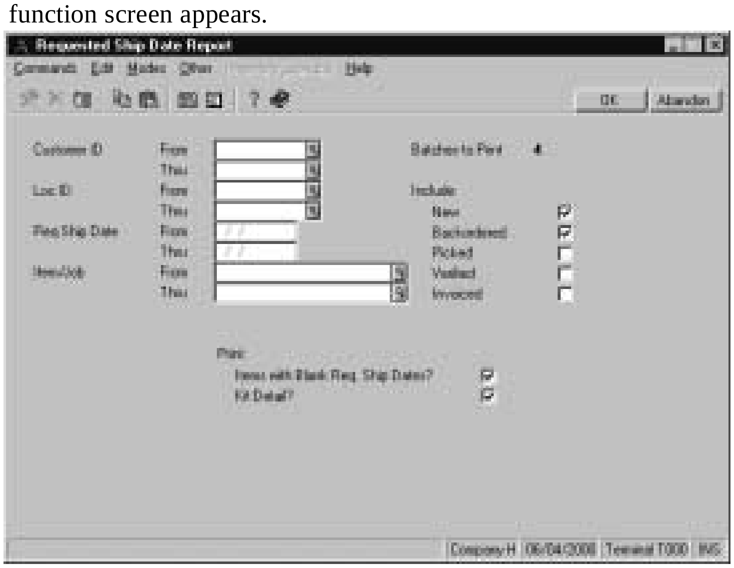
```
08/08/2001                                         Builders Supply                                              PAGE   1
10:37 AM                                     Backorder Allocation Report
                                               By Location/Item/Customer

Loc. ID             Location Description
Item ID             Item Description                                        Base Unit     Qty. Avail.     Base Price  Bin #

Order Date  Batch  Order No Rep1 Rep2  Cust. ID   Name                       On Backorder      Allocated     Ext. Price  Line #
------------------------------------------------------------------------------------------------------------------------------

MN0001              MINNEAPOLIS WAREHOUSE
100                 Electrical Package                                      PKG              11.0000       528.5400  E-10

08/08/2001  000001 00000012 GPD        ACE001     ACE BUILDERS                     5.0000        5.0000        2114.15  001
                                                                                        -------------  -------------
                                                  Item 100 Total                                5.0000        2114.15
                                                  Balance Available                             6.0000

                                                                                                       -------------
                                                  Location  MN0001 Total                                      2114.15
                                                                                                       =============
                                                  GRAND TOTAL                                                 2114.15

 End of Report
```

Requested Ship Date Report

The Requested Ship Date Report function prints out a report listing orders based on the ship dates requested by your customers. Use the report to help plan your shipments and to help you identify problems in delivery of items to your customers.

Requested Ship Date Report screen

Select **Requested Ship Date Report** from the Shipping Reports menu. The function screen appears.



Inquiry

1. Enter the range of customers you want to include in the report.

Inquiry

2. Enter the range of locations you want to include in the report.

3. Enter the range of requested ship dates you want to include in the report.

Inquiry

4. Enter the range of item/job id’s you want to include in the report.

5. Select the batches you want to print. You have this option only if you elected to use batching in the Resource Manager Options and Interfaces function.

6. Check the box (or enter **Y** in text mode) for each of the order statuses you want to include in the report. To exclude a status, uncheck its box (or enter **N** in text mode).

7. If you want to print items with blank requisition ship dates, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

8. If you want to print kit detail in the report, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

9. Select the output device.

A sample Requested Ship Date Report is at the end of this section.

After the report is produced, the Shipping Reports menu appears.

Requested Ship Date Report

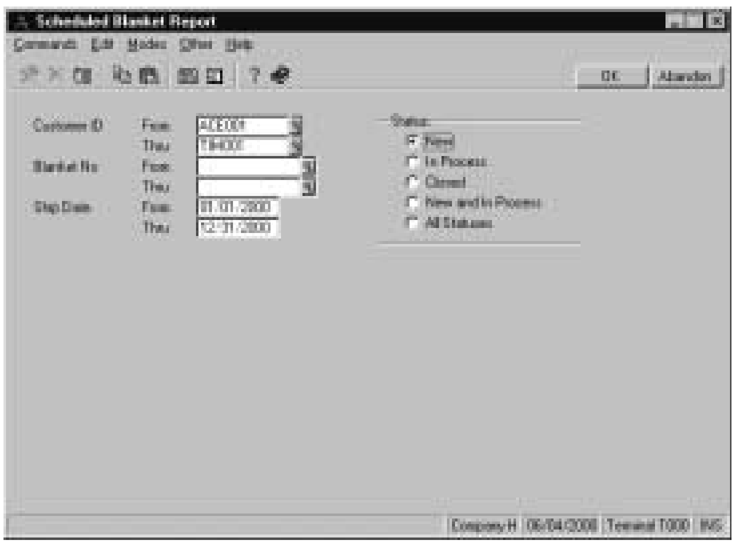
```
12/21/2000                                         Builders Supply                                       Page    1
12:37 PM                                      Requested Ship Date Report


Batch          Cust. ID & Name                          Item ID                 Loc. ID  Qty. Ordered   Units  Status       Act. Ship
Order    Line  Customer PO Number          PO Date      Item Description                 Qty. Shipped
-------------------------------------------------------------------------------------------------------------------------------------


Requested Ship Date  12/31/2000

000002         ACE001 ACE BUILDERS                      100                     CA0001         1.0000   PKG    New
00000011  001                                           Electrical Package                      .0000
000002         ACE001 ACE BUILDERS                      150                     CA0001         3.0000   PKG    New
00000011  002                                           Plumbing Package                        .0000

 End of Report
```

Scheduled Blanket Report

The Scheduled Blanket Report function prints out a report listing shipments of blanket orders scheduled for a range of dates you specify. Use the report to forecast your shipping and inventory requirements for fulfilling blanket orders.

Scheduled Blanket Report screen

Select **Scheduled Blanket Report** from the Shipping Reports menu. The function screen appears.



Inquiry

1. Enter the range of customers you want to include in the report.

Inquiry

2. Enter the range of locations you want to include in the report.
3. Enter the range of requested ship dates you want to include in the report.
4. Select the status(es) of the blankets you want to include in the report.

5. Select the output device.

A sample Scheduled Blanket Report is at the end of this section.

After the report is produced, the Shipping Reports menu appears.

Scheduled Blanket Report

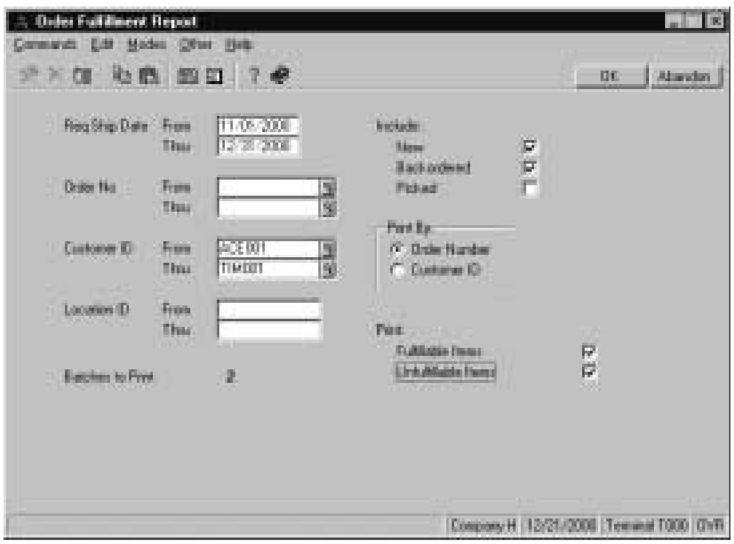
```
12/21/2000                                        Builders Supply                                       Page   1
12:43 PM                                       Scheduled Blanket Report

Req. Date   Blanket No. Cust.   Line Item ID              Location  Units       Quantity      Unit Price  Extended Price
-----------------------------------------------------------------------------------------------------------------------------

12/15/00    00000003    TEN001  001  902                  MN0001    EA            2.0000        429.9100          859.82
                                002  910002               MN0001    EA            2.0000        576.9900         1153.98
                                                                                                           -------------
                                                                             Blanket No. 00000003 Total          2013.80

                                                                                                            ============
                                                                    Requested Date 12/15/00 Total                2013.80

01/15/01    00000003    TEN001  001  902                  MN0001    EA            3.0000        429.9100         1289.73
                                002  910002               MN0001    EA            3.0000        576.9900         1730.97
                                                                                                           -------------
                                                                             Blanket No. 00000003 Total          3020.70

                                                                                                            ============
                                                                    Requested Date 01/15/01 Total                3020.70

02/15/01    00000003    TEN001  001  902                  MN0001    EA            4.0000        429.9100         1719.64
                                002  910002               MN0001    EA            4.0000        576.9900         2307.96
                                                                                                           -------------
                                                                             Blanket No. 00000003 Total          4027.60

                                                                                                            ============
                                                                    Requested Date 02/15/01 Total                4027.60

03/15/01    00000003    TEN001  001  902                  MN0001    EA            2.0000        429.9100          859.82
                                002  910002               MN0001    EA            2.0000        576.9900         1153.98
                                                                                                           -------------
                                                                             Blanket No. 00000003 Total          2013.80

                                                                                                            ============
                                                                    Requested Date 03/15/01 Total                2013.80

                                                                                                            ============
                                                                                           GRAND TOTALS         11075.90

End of Report
```

Order Fulfillment Report

The Order Fulfillment Report generates and prints reports showing your ability to satisfy the items needed to fill a customer’s order. You cannot print this report if Sales Order is not interfaced to Inventory.

Order Fulfillment Report Screen

When you select **Order Fulfillment Report** from the Shipping Reports menu, this screen appears:



1. Enter the range of requested shipment dates you want to include on the report.

Inquiry

2. Enter the range of order numbers you want to include in the report.

Inquiry

3. Enter the range of customers you want to include in the report.

Inquiry

4. Enter the range of locations you want to include in the report.

5. Select the batches you want to print. You have this option only if you elected to use batching in the Resource Manager Options and Interfaces function.

6. Select the status of the orders you want to include in the report. For each status (new, backordered, or picked), check the box (or enter **Y** in text mode) to include orders with that status in the report, or uncheck the box (or enter **N** in text mode) to exclude orders with that status.

7. Select the order in which you want to print the report.

8. If you want to print line items from the order that can be fulfilled based on existing inventory quantities, check the box (or enter **Y** in text mode). If you want to exclude these items from the report, uncheck the box (or enter **N** in text mode).

9. If you want to print line items from the order that cannot be fulfilled based on existing inventory quantities, check the box (or enter **Y** in text mode). If you want to exclude these items from the report, uncheck the box (or enter **N** in text mode).

10. Select the output device.

A sample Order Fulfillment Report is at the end of this section.

After the report is produced, the Shipping Reports menu appears.

Order Fulfillment Report Screen

```
12/21/2000                                        Builders Supply                                           Page    1
4:46 PM                                       Order Fulfillment Report


Cust ID  Customer Name
Batch ID Order No. Line Item ID             Loc ID Description                          Units  Qty. Ordered  Qty. Available  Fill?
----------------------------------------------------------------------------------------------------------------------------------


ACE001   ACE BUILDERS                   Partial Shipments?  Yes

000002   00000011  001  100                 CA0001 Electrical Package                   PKG          1.0000          9.0000  Yes
000002   00000011  002  150                 CA0001 Plumbing Package                     PKG          3.0000          3.0000- No

 End of Report
```

Transaction Reports 7

Print Invoices

Use the Print Invoices function to print an invoice or a quote for an order you entered in the SOTDxxx and SOTHxxx (Open Order) files. This function is useful when you want to print invoices, quotes, or both for several transactions at once.

You can also print the invoice or quote when you enter the transaction. See the **Online** command in the Transactions function.

Produce the Sales Journal before and after you print invoices to keep track of invoice numbers. The invoice information in the ARINxxx (Open Invoice) file should match the invoice information in the SOTDxxx and SOTHxxx files so that you can apply correct payment when an open invoice customer makes a payment toward a particular invoice. If you elected to use prenumbered invoices in the Resource Manager Options and Interface function, this function reassigns invoice numbers but not credit memo numbers; the Sales Journal includes both.

Print Invoices Screen

Select **Print Invoices** from the Transaction Reports menu. This screen appears.

1. If you are finished entering Sales Order transactions, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you have not finished entering transactions, exit to the Transaction Reports menu and do so before printing invoices.

2. Select the batch numbers you want to print. You can select multiple batches to print at once. You are not prompted for batch selection if you did not elect to use transaction batching in the Resource Manager Options and Interfaces function.

3. Enter the date you want to print on the invoices, credit memos, or quotes. This date is used to age invoices if you elected to use online aging in the Resource Manager Options and Interfaces function.

Whether or not you print invoices determines how invoices are aged. The invoice header date is used for aging only if you do not print invoices. This date is used for aging if you print invoices, regardless of the header date. Quotes are not aged.

4. If you assigned numbers to the invoices or quotes, enter the number you want to start with. If you did not assign numbers, enter the number of the first form you are going to use.

5. If you are reprinting invoices or quotes, enter the number of the last form that was printed correctly. If you are reprinting and you use prenumbered invoices or quotes, produce the Sales Journal after you print all the invoices and quotes so that you have a record of the numbers.

6. Select the type of forms you want to print. You can print invoice forms, quotes, or both.

7. If you want all invoices or quotes to have a message, enter one.

8. If you want to print additional descriptions on the invoices or quotes, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

9. If you want to print kit detail on the invoices or quotes, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

10. Select the output device.

11. If you elect to print the forms, an alignment character is printed in the form's top right-hand corner. If the X is not centered in the alignment box (or if the Xs are not aligned in the grid on laser forms), adjust the form and select **No** (or enter **N** in text mode). The alignment character is printed again. Continue this procedure until the form is aligned; then select **Yes** (or enter **Y** in text mode) to print the invoices, credit memos, and quotes.

If a customer’s purchase order number is longer than 8 characters, a row of asterisks (*) is printed in the Order Number column, and the entire order number is printed directly below the row of asterisks. To align the form so that the customer’s purchase order number can be seen, make sure that only the bottom of the alignment character (X) is printed in the upper part of the alignment box in the form’s right-hand corner.

Sample invoice, credit memo, and quote forms are at the end of this section.

After the forms are produced, the Transaction Reports menu appears.

Invoice


INVOICE
0055

YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890

LASER INVOICE

Credit Memo

INVOICE

0056

YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890

PAGE

INVOICE DATE

INVOICE NO.

SLSP	WHSE	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO

TERMS DESCRIPTION	CUSTOMER PO NUMBER	SHIP VIA

ITEM ID			ORDERED	SHIPPED	UNIT PRICE	EXTENSION

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC CHARGE	TOTAL

LASER INVOICE

Quote


INVOICE
0053
YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890

		DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO

TERMS DESCRIPTION	CUSTOMER PO NUMBER	SHIP VIA

ITEM ID			ORDERED	SHIPPED	UNIT PRICE	EXTENSION

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC CHARGE	TOTAL

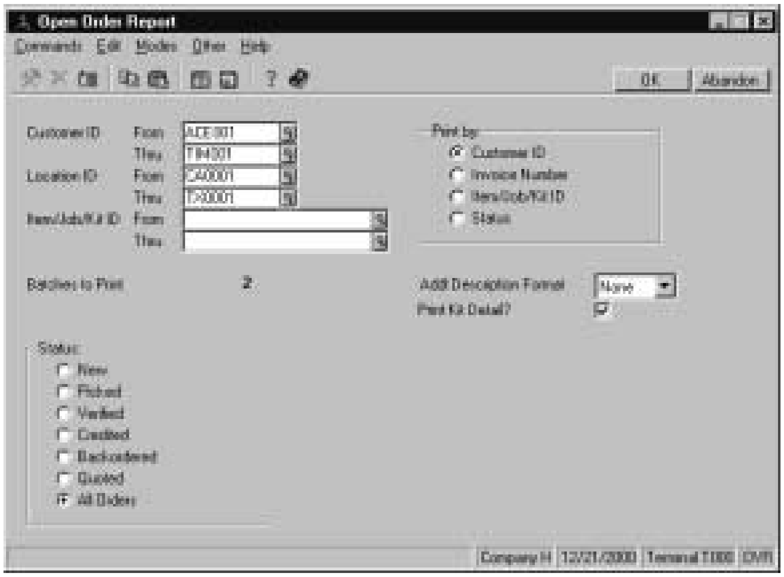
LASER INVOICE

Open Order Report

The Open Order Report lists unposted orders and returns.

Open Order Report Screen

Select **Open Order Report** from the Transaction Reports menu. The function screen appears.



Inquiry

1. Enter the range of customers for which you want to list unposted orders or returns.

Inquiry

2. Enter the range of location IDs for which you want to print associated unposted orders or returns.

Inquiry

3. Enter the range of items, jobs, or kits from unposted orders or returns you want to include in the report. The **Inquiry** command is available for items if Sales Order is interfaced with Inventory, for jobs if Sales Order is interfaced with Job Cost, and for kits if Sales Order is interfaced with Bill of Materials/ Kitting.

4. Select the batch numbers you want to print. You can select multiple batches to print at once. You are not prompted for batch selection if you did not elect to use transaction batching in the Resource Manager Options and Interfaces function.

5. Select the status of the orders you want to include in the report. If you elect to list all orders, all orders except quoted orders are listed.

   When an order has line items with backordered quantities, the items become *backordered* only when you post. Unposted backordered items appear in the report with a *verified* status.

6. Select the order in which you want to print the report. You can organize the report by status only if you list all the orders in the SOTHxxx and SOTDxxx (Open Order) files.

7. Select the output device.

A sample Open Order Report is at the end of this section.

After the report is produced, the Transaction Reports menu appears.

Open Order Report

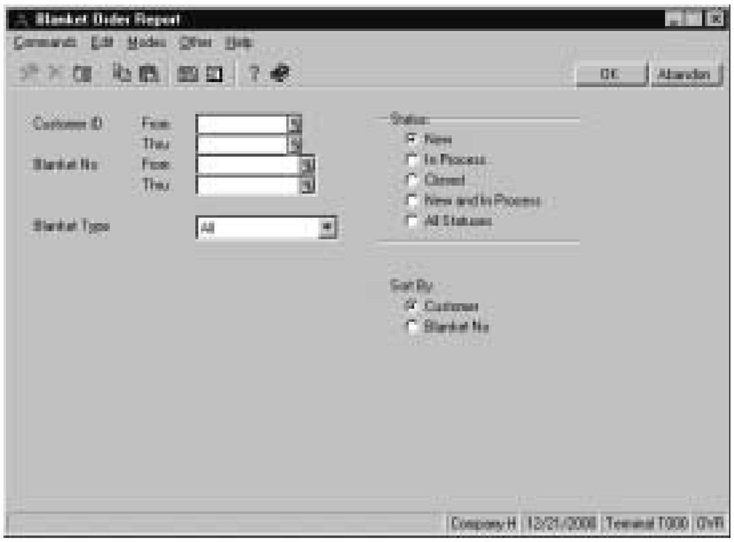
```
06/14/2001                                                  Builders Supply                                          PAGE   1
10:11 AM                                                  Open Order Report
                                                             By Customer

Order    Entry    Cust ID  Order Date   JIK Job/Phase or Loc/Item ID         Quantity Units                Quantity        Amount
Batch    Status   Rep 1    Req. Date    Description                         Available
Invoice           Rep 2    Ship Date
------------------------------------------------------------------------------------------------------------------------------------

00000001 001      ACE001   06/14/95     I  MN0001 100                       114.0000- PKG   Original        1.0000         502.11
000001   PICKED   GPD                   Electrical Package                                  Ordered         1.0000         502.11
                                                                                            Ship'd           .0000            .00

         002                            I  MN0001 200300                     11.0000  EA    Original        1.0000         474.95
                                        Air Conditioner                                     Ordered         1.0000         474.95
                                                                                            Ship'd           .0000            .00

         003                            I  MN0001 900                         2.0000  EA
                                        Refrigerator - Black
                                        Serial Numbers :
                                        No Serial Numbers Listed, Amounts are Approx
                                                                                      EA    Original        1.0000            .00
                                                                                            Ordered         1.0000            .00
                                                                                            Ship'd           .0000            .00

         004                            I  MN0001 150                         6.0000- PKG   Original        1.0000        1390.57
                                        Plumbing Package                                    Ordered         1.0000        1390.57
                                                                                            Ship'd           .0000            .00

         005                            I  MN0001 200100                      2.0000  EA    Original        1.0000         427.45
                                        Furnace                                             Ordered         1.0000         427.45
                                                                                            Ship'd           .0000            .00

06/14/2001                                                 Builders Supply                                          PAGE   5
10:11 AM                                                  Open Order Report
                                                             By Customer

Order    Entry    Cust ID  Order Date   JIK Job/Phase or Loc/Item ID         Quantity Units                Quantity        Amount
Batch    Status   Rep 1    Req. Date    Description                         Available
Invoice           Rep 2    Ship Date
------------------------------------------------------------------------------------------------------------------------------------

                                                            Totals for Customer TEN001      Original                        43.00
                                                                                            Ordered                         43.00
                                                                                            Ship'd                            .00

                                                                          Grand Totals      Original                    162117.65
                                                                                            Ordered                     162117.65
                                                                                            Ship'd                         502.11
```

Blanket Order Report

Use the Blanket Order Report function to list the blanket orders on file by blanket number or customer ID.

Blanket Order Report Screen

Select **Blanket Order Report** from the Transaction Reports menu. The function screen appears.



Inquiry

1. Enter the range of customers you want to include in the report.

Inquiry

2. Enter the range of blanket orders you want to include in the report.
3. Select the type of blanket orders you want to print.
4. Select the status of the blanket orders you want to include in the report.
5. Select the order in which you want to print the report.

6. Select the output device.

A sample Open Order Report is at the end of this section.

After the report is produced, the Transaction Reports menu appears.

Blanket Order Report

```
12/21/2000                                          Builders Supply                                            Page   1
11:28 PM                                          Blanket Order Report

----- Blanket -----  Cust.    Req. Ship  Rep1   Pct.  Terms Desc.      Tax Grp. Customer's PO Number
Number   Type        Ship-To             Rep2   Pct.   Pct. Days  Due
------------------------------------------------------------------------------------------------------------------------------

00000002 On-Demand   SUN001              PRT   100.0  1/10,n/30        MD       385930
                     000002                       .0    1.0   10   30

Line IK Loc/Item No.                Sales Acct.  Units   Original Qty.     Unit Price     Ext. Price  Tax Class
     Description                    COGS Acct.           Released Qty.
                                    Inv. Acct.         In Process Qty.
                                                           Posted Qty.
------------------------------------------------------------------------------------------------------------------------------

001  I  MN0001 350                  401000       EA           15.0000       199.3400       2990.10  03
     Entry Door                     501000                      .0000                          .00
                                    104400                      .0000                          .00
                                                                .0000                          .00

002  I  MN0001 450                  401000       EA          100.0000        63.5400       6354.00  03
     Slide by Window 24" x 40"      501000                      .0000                          .00
                                    104400                      .0000                          .00
                                                                .0000                          .00

003  I  MN0001 460                  401000       EA          175.0000        59.2300      10365.25  03
     Slide by Window 30" X 40"      501000                      .0000                          .00
                                    104400                      .0000                          .00
                                                                .0000                          .00

Order Total    Our Blanket #                   Miscellaneous        Freight       Subtotal      Sales Tax         Total
------------------------------------------------------------------------------------------------------------------------------
               00000002            Original              .00            .00       19709.44            .00      19709.44
                                   Released              .00            .00            .00            .00           .00
                                   In Process            .00            .00            .00            .00           .00
                                   Posted                .00            .00            .00            .00           .00

GRAND TOTAL                                    Miscellaneous        Freight       Subtotal      Sales Tax         Total
------------------------------------------------------------------------------------------------------------------------------
                                   Original              .00            .00       19709.44            .00      19709.44
                                   Released              .00            .00            .00            .00           .00
                                   In Process            .00            .00            .00            .00           .00
                                   Posted                .00            .00            .00            .00           .00

End of Report                                  In Process          .00            .00            .00            .00          .00
                                   Posted                .00            .00            .00            .00           .00
```

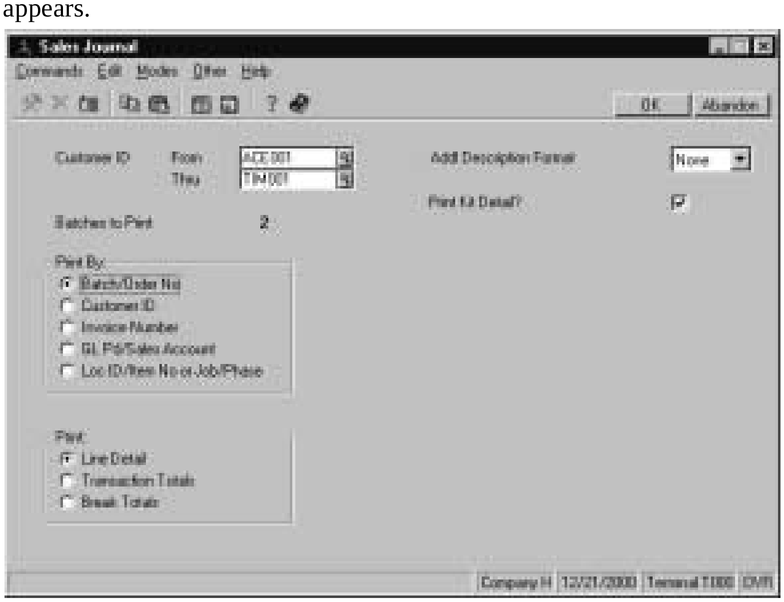
Sales Journal

Print the Sales Journal before you post transactions to check for mistakes and omissions and to use as an audit trail of sales transactions. If you find incorrect transactions in the Sales Journal, use the Transactions function to edit or delete them.

The Sales Journal includes cost information, but the unit cost of nonserialized items is only an estimate. The current cost updates it (based on your costing method) when you post.

Sales Journal Screen

Select **Sales Journal** from the Transaction Reports menu. The function screen appears.



Inquiry

1. Enter the range of customers whose transactions you want to include in the journal.

2. Select the batch numbers you want to print. You can select multiple batches to print at once. You are not prompted for batch selection if you did not elect to use transaction batching in the Resource Manager Options and Interfaces function.

3. Select the order in which you want to organize the journal.

4. Select the amount of detail you want to print in the journal.

5. Select the output device.

Note

If the Sales Journal does not include some invoice numbers, you probably printed multiple-page invoices or credit memos. The number of an invoice that is a continuation of a previous one is skipped. Invoice numbers are not reassigned for credit memos.

A sample Sales Journal is at the end of this section.

After the journal is produced, the Transaction Reports menu appears.

Sales Journal

```
06/14/2001                                          Builders Supply                                          Page   1
10:12 AM                                             Sales Journal
                                                     By Customer ID

Cust.   Our Ord# Rep 1       Inv. Date  Per Tx Grp      Freight       Subtotal      Sales Tax      Inv. Total  Pmt.  Pmt. Amount
Batch   Invc. No Rep 2       Ord. Date            Miscellaneous
Ship To Order No Terms Desc. Ship Date
-----------------------------------------------------------------------------------------------------------------------------------
ACE001  00000006 GPD                    06  MNR            5.50         502.11            .00         1009.72                   .00
000001                                                      .00                                                                 .00
                 2/10,n/30   06/14/2001      00

CUSTOMER ACE001 TOTALS                                  Freight       Subtotal      Sales Tax       Ext. Cost       Ext. Price
         ACE BUILDERS                             Miscellaneous
                                                  ---------------------------------------------------------------------------------
                                                           5.50         502.11            .00          339.99          1009.72
                                                            .00


GRAND TOTAL                                             Freight       Subtotal      Sales Tax       Ext. Cost       Ext. Price
                                                  Miscellaneous
                                                  ---------------------------------------------------------------------------------
                                                           5.50         502.11            .00          339.99          1009.72
                                                            .00

End of Report
```

Post Transactions

When you post transactions, several things happen:

- Verified orders and returned goods are moved from the SOTDxxx and SOTHxxx (Open Order) files to the ARINxxx (Open Invoice) file.
- Cash receipts are moved from the ARCRxxx (Cash Receipts) file to the ARINxxx file.
- The ARCUxxx (Customer), ARSRxxx (Sales Rep), RMTXxxx (Tax Locations), ARINxxx (Open Invoice), ARHIxxx (Detail History), and ARHSxxx (Summary History) files are updated.
- Inventory, General Ledger, Bank Reconciliation, and Job Cost are updated if they are interfaced with Sales Order.

Note

The *Accounts Receivable User's Manual* illustrates how files are updated and which accounts are debited and credited.

You can produce four posting logs when you post transactions:

- The Post Deposits Log shows the amounts posted to your bank accounts and contains information from the SOTDxxx and SOTHxxx files.
- The Post Inventory Items Log shows the detail of inventory line items and contains information from the INVExxx (Items), INLDxxx (Location Detail), SOTDxxx, and SOTHxxx files.

- The Post Sales Order Log shows the amounts posted to the ARINxxx and ARCUxxx files, the amounts posted to the general ledger accounts, the balance, and the total posted to the JOBSxxx file; and it contains information from the SOTDxxx and SOTHxxx files.

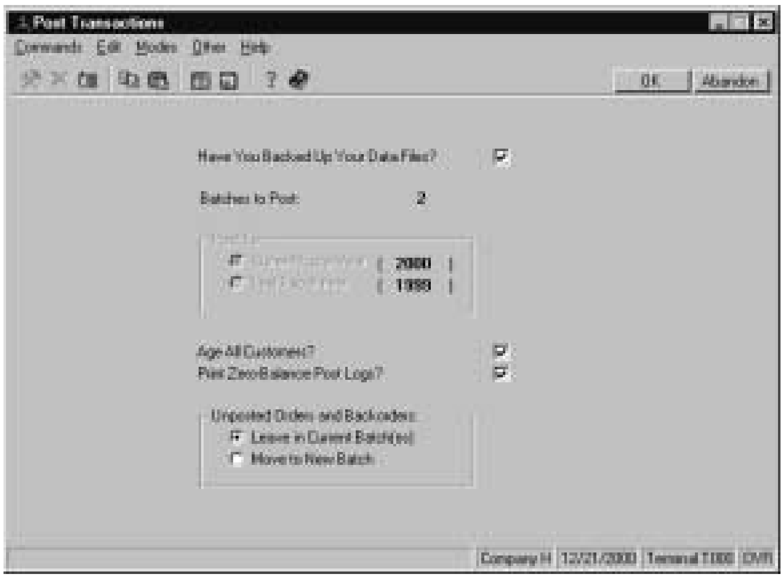
- The Post Cash Receipts Log shows the cash receipt amounts posted to the ARINxxx and ARCUxxx files and the general ledger accounts that are affected, and it contains information from the ARCRxxx file before it is cleared by posting.

Before Posting

Before you post, back up all of your data files. Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in the loss of data.

Post Transactions Screen

Select **Post Transactions** from the Transaction Reports menu. The function screen appears.



1. If you have backed up your data files, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you have not backed up your files, return to the menu and do so before you post.

2. Select the batch numbers you want to post. You can post multiple batches at one time. You have this option only if you elected to use batch processing in the Resource Manager Options and Interfaces function.

3. Select the fiscal year to which you want to post the transactions. If Sales Order is not interfaced with General Ledger, or if you did not create last-year data in General Ledger, you must post to the current-year files.

4. If you want to age customer invoices in the file during posting, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you elect to age all customers, the ARCUxxx file is updated, and the AR Analysis Report is updated if you kept summary history. If you elect not to age all customers, the post takes less time.

5. Select the action you want to take for unposted orders and backorders. If you elect to move them to a different batch, a field appears where you can enter the new batch ID.

6. Select the output device.

A sample posting log is at the end of this section.

After the log is produced, the Transaction Reports menu appears.

Post Transaction Log‘

```
06/14/2001                                         Builders Supply                                    Page A-   1
10:38 AM                                         SO Post Transactions

Terminal:       T00



Batches Posted:

000001


Posted to CURRENT YEAR (1999)

06/14/2001                                         Builders Supply                                    Page B-   1
10:38 AM                                         POST INVENTORY ITEMS

Batch  Tran No. LN  TP Invoice  Loc.   Item ID or Job/Phase                   Qty. Shipped Unit      Unit Cost Extended Cost
                                  (Lot Numbers)    (Serial Numbers)

000001 00000006 001 IN 00000006 MN0001 100                                          1.0000 PKG        339.9900        339.99

          TRANSACTION TOTAL                                                                                            339.99


          BATCH 000001 TOTAL                                                                                           339.99


          GRAND TOTAL                                                                                                  339.99


06/14/2001                                         Builders Supply                                    Page E-   1
10:38 AM                                            POST DEPOSITS

   Dep No      Date                                     Amount

BANK ACCOUNT FNB001 -

   000001      06/14/2001                              18000.00

   TOTAL FOR BANK ACCOUNT FNB001                       18000.00


                                                  ==============
          GRAND TOTAL                                  18000.00

End of Report
```

History Reports 8

Shipping Efficiency Report

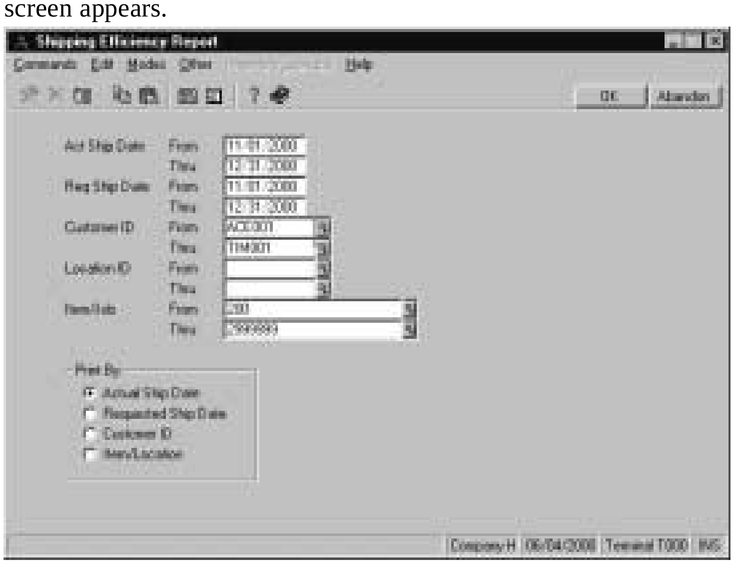
The Shipping Efficiency Report function creates a report that helps you analyze your effectiveness at meeting the requests for shipping your customers have made when they placed their orders with you.

This report is organized by date. To analyze your shipping efficiency by customer, use the Customer Shipping Efficiency Report (see page 6-7).

You cannot print this report if you did not elect to save detail history in the Resource Manager Options and Interfaces function.

Shipping Efficiency Report screen

Select **Shipping Efficiency Report** from the Shipping Reports menu. The function screen appears.



1. Enter the range of actual shipping dates for the shipments you want to analyze.

2. Enter the range of requested shipping dates for the shipments you want to analyze.

Inquiry

3. Enter the range of customers you want to include in the report.

Inquiry

4. Enter the range of locations you want to include in the report.

Inquiry

5. Enter the range of items you want to include in the report.

6. Select the order in which you want to print the report.

7. Select the output device.

A sample Shipping Efficiency Report is at the end of this section.

After the report is produced, the Shipping Reports menu appears.

Shipping Efficiency Report

12/21/2000 Builders Supply Page 1
4:40 PM Shipping Efficiency Report
By Requested Ship Date

Requested Ship Date	Average Early Date	Average Late Date	Shipments Total No.	---- Early Days ---- Number	Average	On-Time Number	---- Late Days ---- Number	Average	Efficiency %
12/27/2000	12/23/2000	12/25/2000	1	1	2.00	0	0	.00	100.0000
12/21/2000	12/21/2000	12/21/2000	1	0	.00	1	0	.00	100.0000
12/20/2000	12/18/2000	12/19/2000	2	1	1.00	1	0	.00	100.0000
12/15/2000	12/13/2000	12/14/2000	2	1	1.00	1	0	.00	100.0000
12/12/2000	12/08/2000	12/10/2000	2	1	2.00	1	0	.00	100.0000
12/09/2000	12/09/2000	12/09/2000	2	0	.00	2	0	.00	100.0000
12/06/2000	12/06/2000	12/06/2000	1	0	.00	1	0	.00	100.0000
12/01/2000	12/01/2000	12/01/2000	1	0	.00	1	0	.00	100.0000
11/26/2000	11/22/2000	11/24/2000	1	1	2.00	0	0	.00	100.0000
11/19/2000	11/13/2000	11/16/2000	1	1	3.00	0	0	.00	100.0000
11/15/2000	11/15/2000	11/15/2000	1	0	.00	1	0	.00	100.0000
11/13/2000	11/13/2000	11/13/2000	1	0	.00	1	0	.00	100.0000
11/12/2000	11/12/2000	11/12/2000	3	0	.00	3	0	.00	100.0000
11/11/2000	11/11/2000	11/11/2000	1	0	.00	1	0	.00	100.0000
11/03/2000	11/03/2000	11/03/2000	1	0	.00	1	0	.00	100.0000
11/02/2000	11/02/2000	11/02/2000	1	0	.00	1	0	.00	100.0000
11/01/2000	11/01/2000	11/01/2000	1	0	.00	1	0	.00	100.0000
Overall			23	6	1.83	17	0	.00	100.0000

End of Report

Customer Shipping Efficiency Report

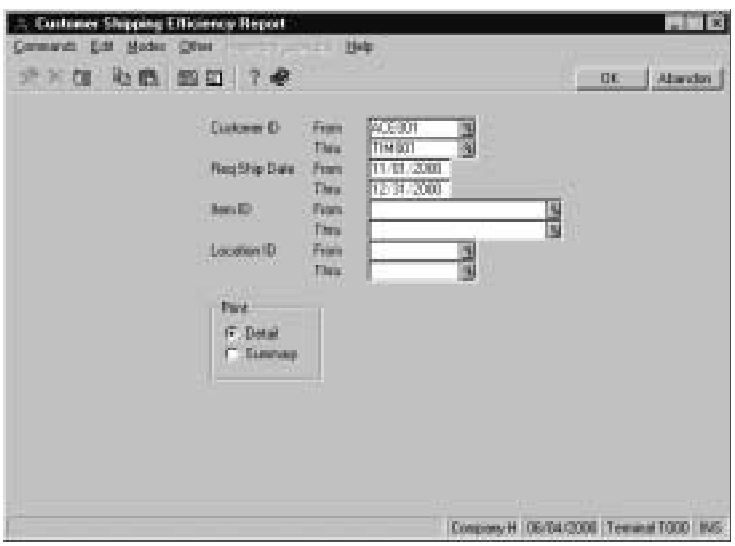
The Customer Shipping Efficiency Report function creates a report that helps you analyze your effectiveness at meeting the requests for shipping your customers have made when they placed their orders with you.

This report is organized by customer. To analyze your shipping efficiency by date, use the Shipping Efficiency Report (see page 6-3).

You cannot print this report if you did not elect to save detail history in the Resource Manager Options and Interfaces function.

Customer Shipping Efficiency Report screen

Select Customer Shipping Efficiency Report from the Shipping Reports menu. The function screen appears.



Inquiry

1. Enter the range of customers you want to include in the report.

2. Enter the range of requested shipment dates for the shipments you want to include in the report.

Inquiry

3. Enter the range of items you want to include in the report.

Inquiry

4. Enter the range of locations you want to include in the report.

5. Select the order in which you want to print the report.

6. Select the output device.

A sample Customer Shipping Efficiency Report is at the end of this section.

After the report is produced, the Shipping Reports menu appears.

Customer Shipping Efficiency Report

```
12/21/2000                                   Builders Supply                                  Page    1
4:43 PM                            Detail Customer Shipping Efficiency Report

Invoice                                               Requested          Actual       Difference
   Item ID            Description                 Loc. ID    Ship Date          Ship Date       In Days     Efficiency %
------------------------------------------------------------------------------------------------------------------------
Customer TEN001 TENNESSEE SHELTERS, INC.
   550                Millwork Package            TX0001     11/11/2000         11/11/2000            0
                                                                                                            --------
                                                             Total for Invoice  12670069                    100.0000

   250                Exterior Panels             TX0001     12/20/2000         12/19/2000            1
   700                Cabinets                    TX0001     12/20/2000         12/19/2000            1
                                                                                                            --------
                                                             Total for Invoice  12670076                    100.0000

                      Heating/Cooling Package     TX0001     11/12/2000         11/12/2000            0
                                                                                                            --------
                                                             Total for Invoice  24889029                    100.0000

                      Heating/Cooling Package     TX0001     12/09/2000         12/09/2000            0
                                                                                                            --------
                                                             Total for Invoice  24889031                    100.0000

                                                                                                            --------
                                                             Total for Customer TEN001                      100.0000

                                                                                                            --------
                                                             GRAND TOTAL                                    100.0000
 End of Report
```

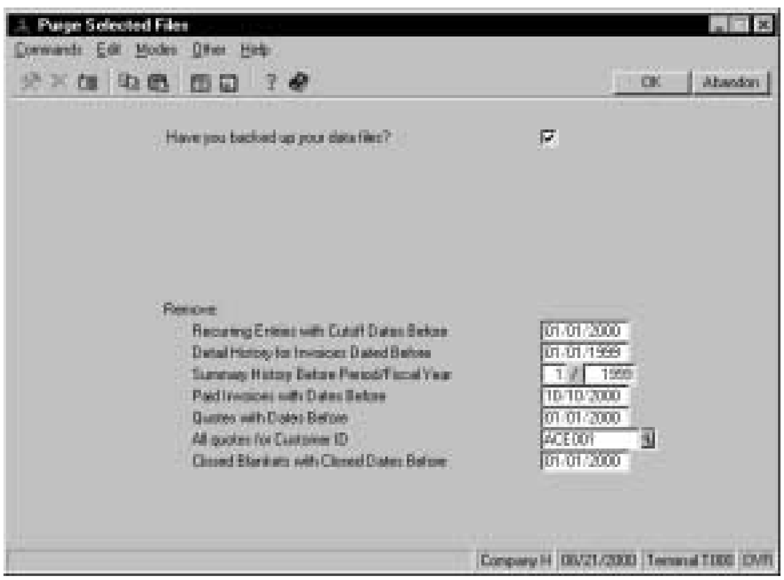
Periodic Processing 9

Purge Selected Files

Use the Purge Selected Files function to delete history from the SORHxxx and SORLxxx (Recurring Order), ARHIxxx (Detail History), ARHSxxx (Summary History), ARINxxx (Open Invoice), and SOTDxxx and SOTHxxx (Open Order) files.

Purge Selected Files Screen

Select **Purge Selected Files** from the Periodic Processing menu. The function screen appears.



1. If you have backed up your data files, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). If you have not backed up your files, return to the Periodic Processing menu and back up your files before continuing.

2. Enter the date of the recurring orders you want to purge. Recurring orders with cutoff dates on or before the date you enter will be purged.

3. Enter the date of the invoices for which you want to purge detail history. Detail history for invoices dated on or before the date you enter will be purged.

4. Enter the period and year of the summary history you want to purge. Summary history before the period and year you enter will be purged.

5. Enter the date of the paid invoices you want to purge. Paid invoices dated on or before the date you enter will be purged.

6. Enter the date of the quotes you want to purge. Quotes dated before the date you enter will be purged.

7. Enter the customer ID of the quotes you want to purge.

8. Enter the date of the closed blankets you want to purge. Blanket orders with Close Dates the date you enter will be purged.

To purge the files and return to the Periodic Processing menu, use the **Proceed (OK)** command.

File Maintenance 10

Recurring Orders

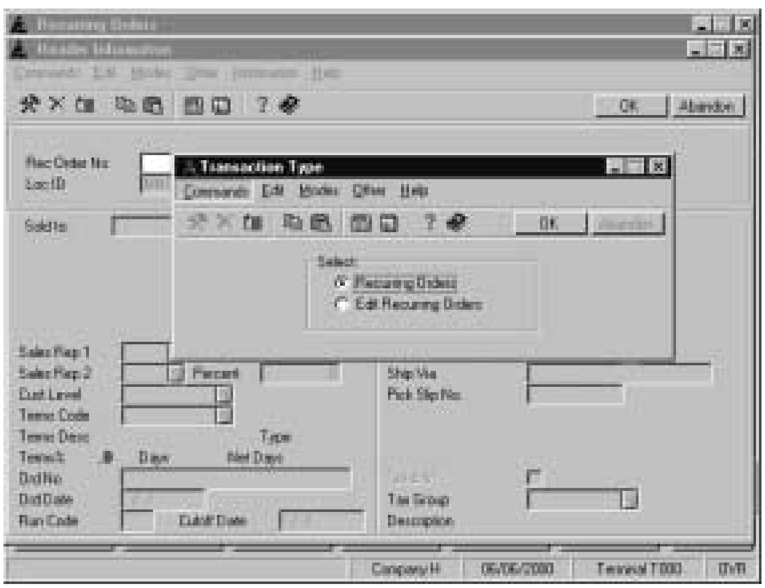
Use the Recurring Orders function to set up orders that you get from customers regularly. You can set up recurring orders for individual customers and for groups of customers.

After you set up the recurring orders, use the Copy Recurring Orders function to copy them to the SOTDxxx and SOTHxxx (Open Order) files when they come due.

To save time, you can copy a group of recurring orders to the SOTDxxx and SOTHxxx files instead of entering each transaction each time you send the bill. By assigning each order a run code, you can process these groups of orders on different schedules—monthly, bimonthly, or whatever fits your company's needs.

Recurring Orders Menu

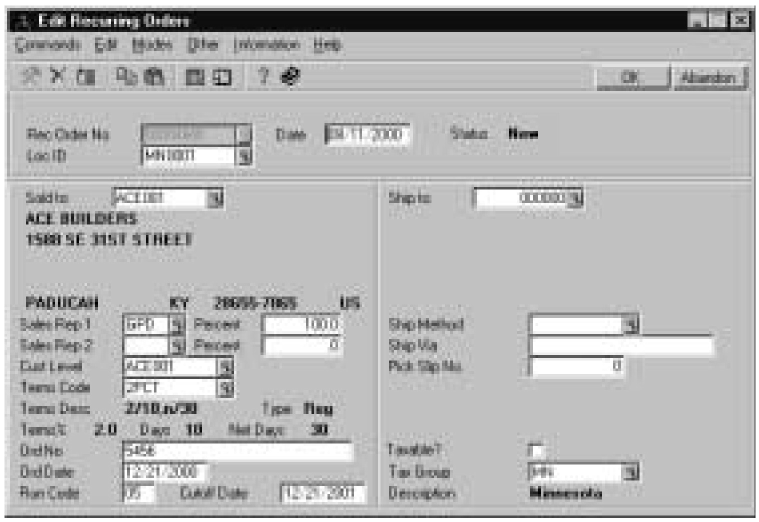
Select **Recurring Orders** from the File Maintenance menu. A menu appears.



The Recurring Orders Transaction Type menu offers two choices: Recurring Orders and Edit Recurring Orders. The only difference between the two functions is the fact that when you create a recurring order, you create data; when you edit a recurring order, you work with existing data.

Recurring Orders Header Screen

After you make your selection from the Recurring Orders menu, the header screen appears.



	Field	Description
Inquiry	Rec Order No	Enter a number that identifies that recurring order.
	Date	The date the order was set up is displayed. Press **Enter** to accept the date displayed, or enter a different date.
	Status	**New** is always displayed for recurring orders.
Inquiry **Maint**	Loc ID	If you entered a default location ID when you set up the company, the ID is displayed. If you change the location ID, the description of the location appears for verification.

	Field	Description
		If you did not enter a default location ID, enter the ID of the location for line items in the order. (The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.)
Inquiry Maint	Sold to	If the recurring order is for one customer, enter the ID of the customer. The customer's name and address appear. If the recurring order is for a group of customers, enter an asterisk (*) and the customers' group code. (You assigned group codes when you set up customer records.)
Inquiry Maint	Sales Rep 1/Percent	If you entered a customer ID in the Sold to field, the ID of the sales rep who usually sells to the customer is displayed. Accept it, or enter a different ID. Then enter the percentage of the sale you want to base the sales rep's commission on, or press **Enter** for a commission of 100 percent of the sale.
Inquiry Maint	Sales Rep 2/Percent	Enter the ID of the second sales rep receiving a commission on the sale, or press **Enter** to skip this field. If you entered an ID, enter the percentage of the sale you want to base the sales rep's commission on. The sum of the two percentages you entered cannot exceed 100.
Inquiry Maint	Cust Level	Accept the displayed customer level, or enter a different customer level. (The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.)
Inquiry Maint	Terms Code	The terms code describes the terms of the payment. (It is set up in the Terms function.) Accept the displayed terms code, or enter a different code. If you use the **Maintenance** (**F6**) command, the Terms function is temporarily called up. After you enter the terms code, the description for the code appears.

Field	Description
Ord No	To identify the transaction, enter the sales order number or the customer's purchase order number. To skip this field, press **Enter**.
Ord Date	If you entered an order number, enter the order date.
Run Code	You copy recurring orders by run code to the SOTDxxx and SOTHxxx files. Use the same run code for orders that you copy on the same basis. For example, you could use **01** for orders you copy on the first day of each month, **15** for the fifteenth day of each month, and so on. Enter the run code the recurring order belongs to.
Cutoff Date	Enter the date after which the recurring order is not to be copied to the SOTDxxx and SOTHxxx files, or press **Enter** to skip this field in the recurring order is valid indefinitely.
Inquiry **Maint** Ship to	Enter the shipping address code for one customer or for a group of customers. If you use the **Maintenance** (**F6**) command, the Ship-to Addresses function is temporarily called up (see the *Accounts Receivable User's Manual*). If you enter a code for one customer and the code is in the ARSAxxx (Ship-to Address) file, the address appears. If you enter a code for a group of customers, the associated shipping address is used for the customers in the group with the same shipping address code when you copy the order. If the code is not valid for a customer, no address is used when you copy the order.
Inquiry **Maint** Ship Method	Enter a notation for the shipping method—for example, **AIR** or **TRAIN**. If you use the **Maintenance** (**F6**) command, the Ship-to Addresses function is temporarily called up (see the *Accounts Receivable User's Manual*).
Ship Via	If you entered a shipping address code that is on file, the means by which the method is shipped is displayed. Accept it, or enter a different shipping method.

Field	Description
Pick Slip No	Enter the picking slip number for the order.
Taxable?	Check the box (or enter **Y** in text mode) if the recurring order is taxable. Uncheck the box (or enter **N** in text mode) if it is not.
Inquiry Maint Tax Group	Accept the displayed tax group, or enter a different tax group for the customer. If you use the **Maintenance** (**F6**) command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the tax group, the description appears.
Description	The description of the item is displayed.

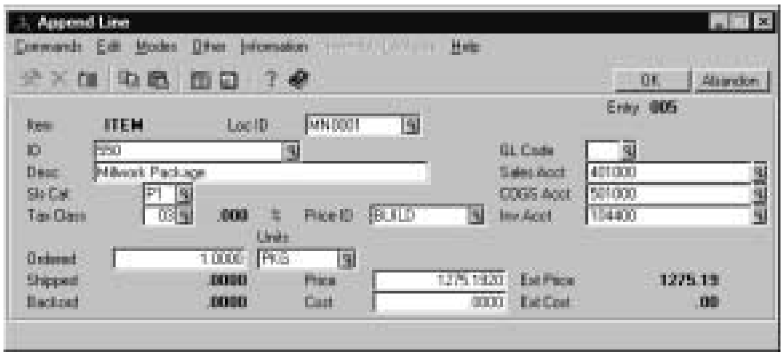
When you approve the header information, the Line Item Entry screen appears.

Recurring Orders Line Item Entry Screen

The Recurring Orders Line Item Entry screen can appear for one of these reasons:

- You are creating a recurring order and have finished entering header information.
- You use the **Append** command on the command bar to add an item to the end of the list.
- You use the **Edit** command on the command bar to edit an item in the list. If you use this command, the Line Item Entry screen is titled Edit Line instead of Append Line.
- You insert a line item into the order.

.



Field	Description
Item/Job	If you are entering a recurring order for an item, enter **I**. If you are entering a recurring order for a job, enter **J**.
Inquiry **Maint** Loc ID	The location ID is displayed.
Inquiry **Maint** ID	Enter the ID of the item or job you want to include in the recurring order. (The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory or Job Cost.) If you entered a job ID, you are prompted for a phase ID after you enter the job ID. (The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Job Cost.)
Desc	Enter a description of the recurring order.
Additional Desc	If you elected in the Resource Manager Options and Interfaces function to enter additional descriptive text about line items when you enter invoices, the Additional Description Lines window appears when you press **Enter** in the Desc field. You can enter 10 lines of additional text. When you finish entering text, press **Enter** at a blank line to save your text and return to the Line Item Entry screen.

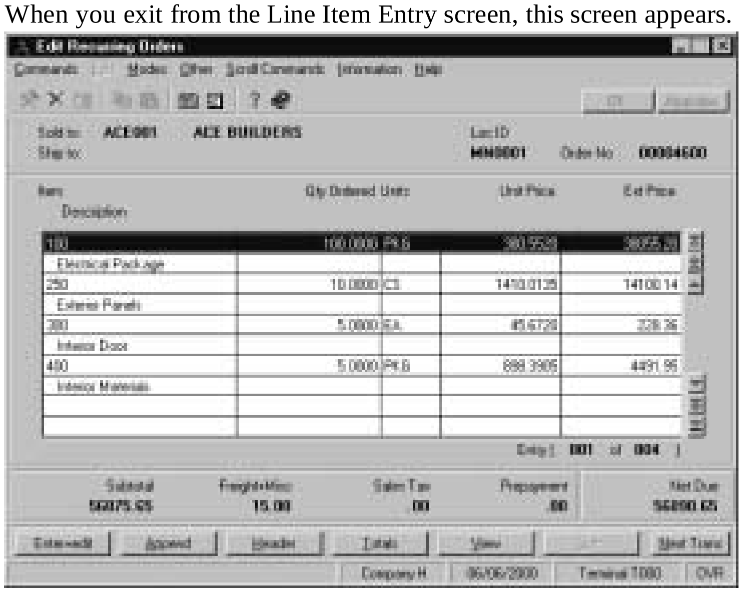
	Field	Description
Inquiry Maint	Sls Cat	The sales category refers to an inventory item. Enter a sales category, or press **Enter** to skip this field. (The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.)
Inquiry Maint	Tax Class	If the order is for one customer, the sales tax code you assigned in the customer record is displayed. If the order is for a group of customers, this field is blank. Accept the displayed value, or enter a different sales tax class.
Inquiry	Price ID	If Sales Order is interfaced with Inventory, the price ID assigned to the item is displayed. Press **Enter** to accept the price ID or enter a different price ID.
Inquiry Maint	GL Code	The GL code identifies the pairs of general ledger sales and cost-of-goods-sold (COGS) accounts to use for a line of an entry. (The codes are set up in the GL Codes function.) If you entered a GL code in the DFxxxx table, the code is displayed.
Inquiry Maint	Sales Acct/COGS Acct/ Inv Acct	If you entered a GL code, the sales and COGS accounts are displayed. The inventory account is displayed from the ARGLxxx table. Accept each displayed account number. (The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with General Ledger.)
	Ordered	Enter the number of units that were ordered.
Inquiry Maint	Units	Enter the type of unit the item is sold by—for example, **EACH** if it is sold individually. (The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Sales Order is interfaced with Inventory.)
	Price/Cost	Enter the item's unit price. If Sales Order is interfaced with Inventory, the unit cost is displayed.

Field	Description
Shipped	You cannot enter anything in this field until the order is copied.
Backord	You cannot enter anything in this field until the order is copied.
Ext Price/Ext Cost	The order's total price (the quantity ordered times the unit price) is displayed, and the order's total cost (the quantity ordered times the unit cost) is displayed.

After you save the line item information enter another line item, or exit to the Recurring Orders screen. When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon** (**F5**) command to cancel the order. To delete the entire recurring order, use the **Delete** (**F3**) command on the header screen.

Recurring Orders Scroll Region Screen

When you exit from the Line Item Entry screen, this screen appears.



The Recurring Orders Scroll Region screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area (or *scroll region*) is in the middle of the screen.
- The order totals are displayed at the bottom of the screen.

Command Bar

Enter = edit, Append, Header, Totals, View, Goto, Next trans

To edit a line item, move the prompt to the line item and press **Enter**. To append a line item to an order, press **A**. Then see **Recurring Orders Line Item Entry Screen** earlier in this section.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line item and totals entries, because you already saved them.

To enter or edit totals associated with the recurring order, press **T**. Then see **Totals information** below.

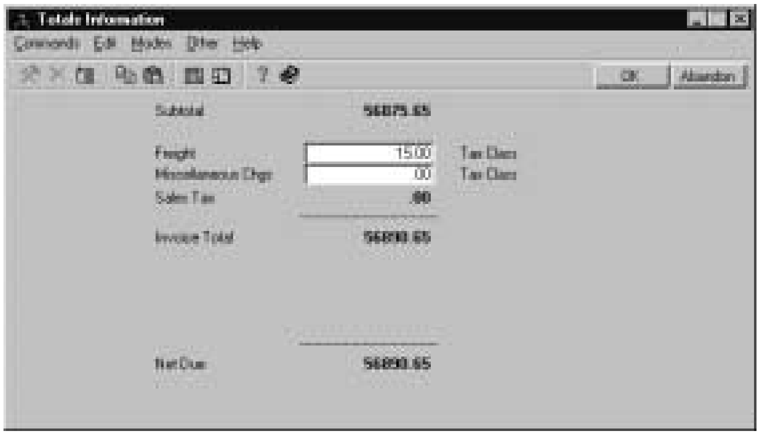
To look at an expanded summary of the line item, move the prompt to the line item, and press **V**. Additional information about the line item, such as the general ledger account and description, appears on the View Line screen. Press any key to return to the Recurring Orders screen.

To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

To enter a different recurring order, press **N**. The Transaction Type menu appears. Enter or edit a different recurring order, or exit to the File Maintenance menu.

Totals Information

The following window appears when you select the **Totals** command on the Recurring Orders Scroll Region screen:

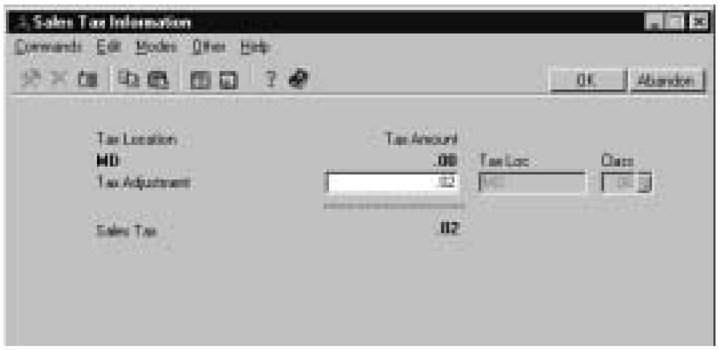


Field	Description
Subtotal	The subtotal of the line items is displayed.
Freight	Enter the freight charges to be added to the invoice, or press **Enter** to skip this field.
Inquiry Maint Tax Class	If this order is taxable and you indicated that freight is taxable in the Resource Manager Tax Groups function, the freight's tax class is displayed.
Miscellaneous Chgs	Enter the miscellaneous charges (for example, handling), or press **Enter** to skip this field.
Inquiry Maint Tax Class	If this order is taxable and you indicated that miscellaneous charges are taxable in the Resource Manager Tax Groups function, the charges' tax class is displayed.
Sales Tax	If the order is taxable and you want to adjust the calculated sales tax amount (which is based on the tax class and tax location), use the fields in the Sales Tax Information window (see below).

Field	Description
Net Due	The total amount of the order (the subtotal plus the sales tax, freight, and miscellaneous charges) is displayed.

Sales Tax Information

This window appears so you can adjust the calculated sales tax, if necessary:



Field	Description
Tax Location	The tax location is displayed.
Tax Amount	The tax amount is displayed.
Tax Adjustment	Accept the displayed sales tax adjustment, or enter a different amount.
Inquiry Maint Tax Loc	The tax location for the adjustment is displayed. If the sales tax group includes more than one tax location, you can specify the tax location that should be adjusted.
Inquiry Maint Class	Accept the displayed tax class, or enter a different tax class to receive the adjustment amount.
Sales Tax	The total sales tax is displayed.

When you approve your entries you are returned to the Totals Information screen.

Tables

Use the Tables function to set up and maintain the Sales Order tables.

Tables store information about the system, data, options, and default settings.

Many Sales Order tables have the same name as Accounts Receivable tables, but to use them in Sales Order, you must build them in Sales Order.

The following tables are related to Sales Order:

- ARGLxxx
- ARPDxxx
- DFxxxx
- DUNxxx
- FINCHxxx
- FORMxxx
- LABEL
- QCxxxx
- QH1xxxx
- QH2xxxx
- QNxxxx
- QRxxxx
- QSxxxx
- QVxxxx

For more information about each of these tables, see their individual descriptions in this section.

For information about shareable, unshared, and terminal tables, see page 3-3.

Note

The OPTxxx (Options) tables store options and interfaces settings. Maintain the information stored in this table through Resource Manager Options and Interfaces function, not through the table itself.

Tables Screen

Select **Tables** from the File Maintenance menu. A blank tables screen appears.

Inquiry

1. To add or change a table, enter the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete (F3)** command.

Inquiry

2. If you entered a new table ID, the Copy From field appears. To copy a company- or terminal-specific table, enter the table ID plus the company ID and terminal ID.

A set of tables comes with the sample company, Builders' Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

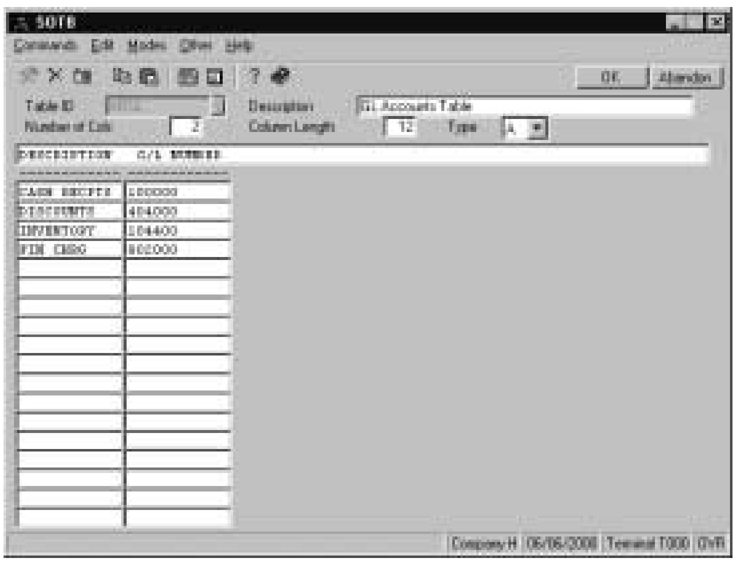
3. Accept the displayed description of the table, or enter a different description.

   The number of columns, the length of the columns, and the type of characters you can enter—alphanumeric (A), numeric with two decimals (N), numeric with three decimals (3), or numeric with four decimals (4)—are displayed.

ARGLxxx Table

The ARGLxxx table stores the general ledger accounts that accounts receivable cash receipts, discounts, inventory, and finance charges are posted to in the GLJRxxx (Journal) file.

When you enter the table ID, the rest of the ARGLxxx table appears.

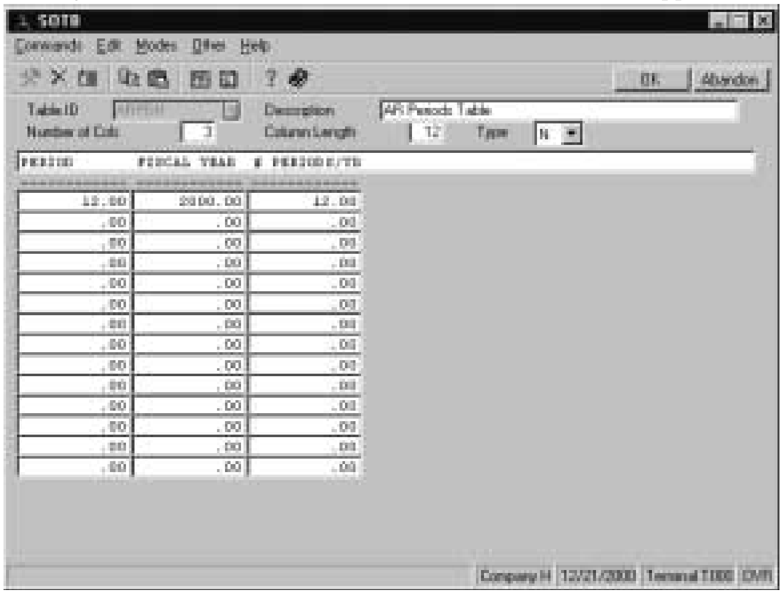


Field	Description
Description	Sales Order posts to four accounts: cash receipts, discounts, inventory, and finance charges. Accept each displayed account, or change the description of each account. The cash receipts account is used only if Sales Order is not interfaced with Bank Reconciliation and if the payment method record is missing. The inventory account is used for noninventory items and when Sales Order is not interfaced with Inventory.
GL Number	For each account description, accept the displayed general ledger account number, or enter a different account number. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the account number on the first line as the cash receipts account number, the account number on the second line as the discounts account number, and so forth.

ARPDxxx Table

The ARPDxxx tables stores a company’s current general ledger period, fiscal year, and number of periods per year for posting and periodic history.

When you enter the table ID, the rest of the ARPDxxx table appears.

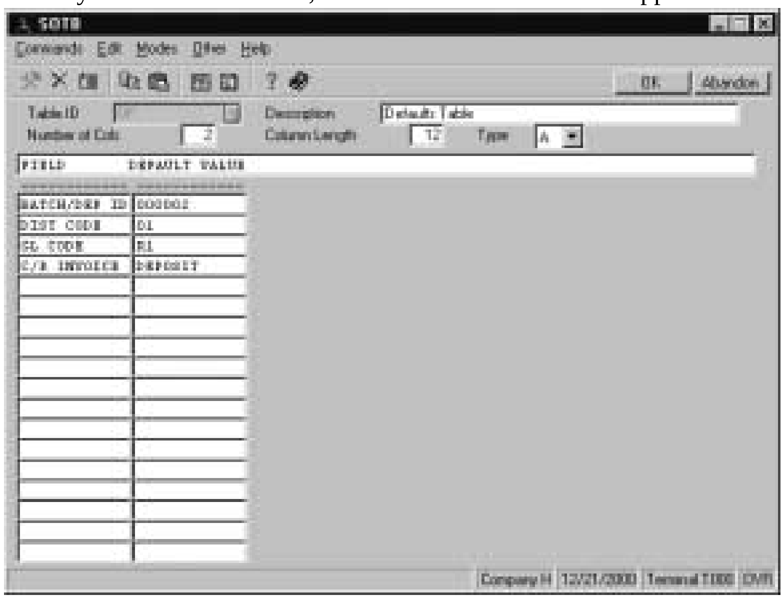


Field	Description
Period (1.00-13.00)	Enter the number of the current period. The period is incremented when you perform periodic maintenance.
Fiscal Year	Enter the current fiscal year. The fiscal year is incremented when you do year-end maintenance.
# Periods/Yr (1.00-13.00)	Enter the number of accounting periods your company uses in a year.

DFxxxx Table

The DFxxxx table stores the default batch ID, distribution code, GL code, and cash receipt invoice number that appear when you enter transactions.

When you enter the table ID, the rest of the DFxxxx table appears.

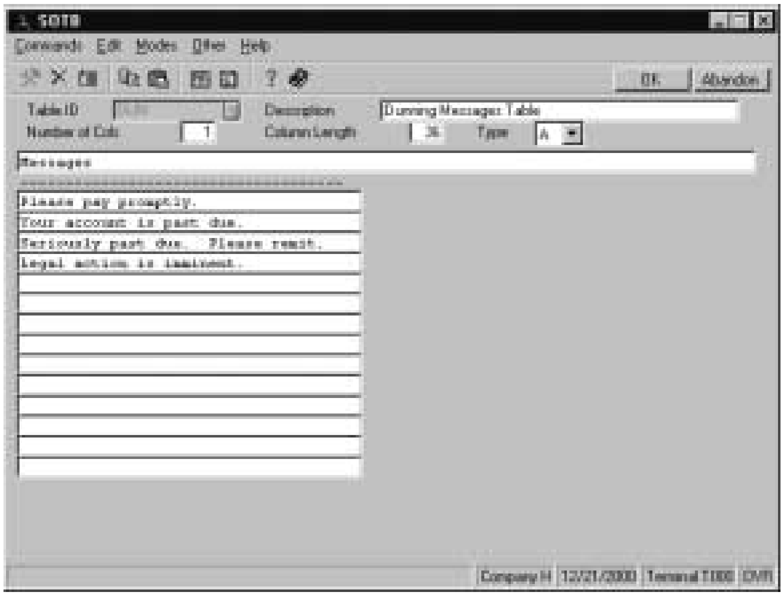


Field	Description
Field	The fields for which you can enter defaults are displayed. Accept the displayed fields, or change them. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the number on the first line as the batch/department ID, the value on the second line as the distribution code, and so on.
Default Value	For each field, enter the value that you want to appear when you enter invoices, miscellaneous credits, and cash receipts.

DUNxxx Table

The DUNxxx table stores dunning messages for statements in the Statements function (see the *Accounts Receivable User's Manual*). These messages appear at the bottom of a statement. You can change the message on that function screen or in the DUNxxx table.

When you enter a table ID, the rest of the DUNxxx table appears.

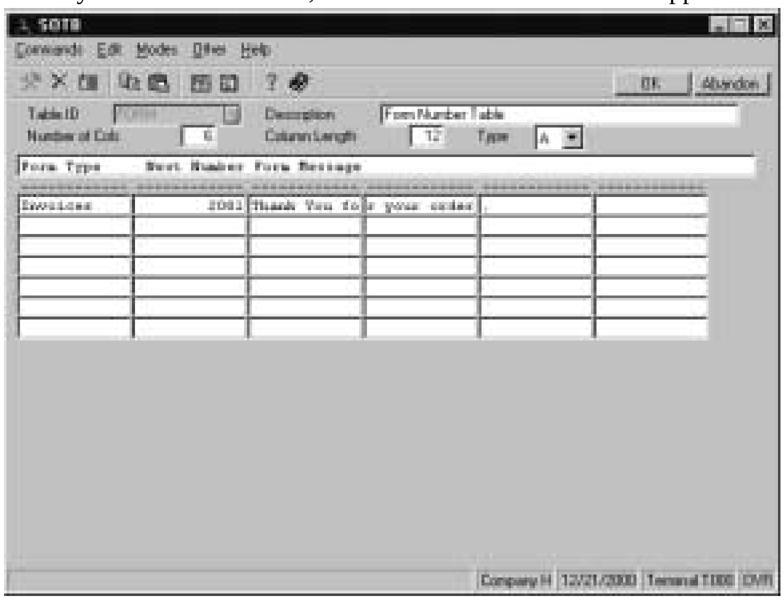


Field	**Description**
Messages	Enter the message for statements less than 30 days past due, from 31 to 60 days past due, from 61 to 90 days past due, and from 91 days or more past due, respectively. The system assigns the message on the first line to statements less than 30 days past due, the message on the second line to statements from 31 to 60 days past due, and so on.

FORMxxx Table

The FORMxxx table stores information about forms: the type of form, the number of the first form, and the message to appear on invoices.

When you enter the table ID, the rest of the FORMxxx table appears.

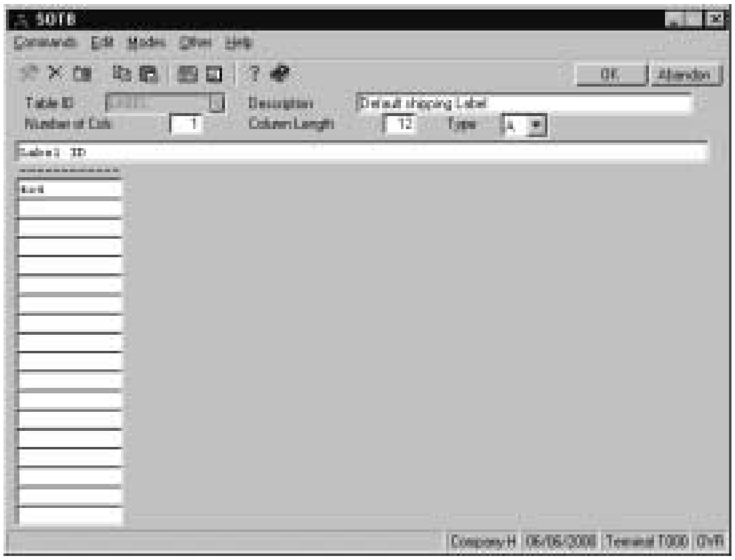


Field	Description
Form Type	Enter the type of form whose information you want to adjust, or accept the displayed type.
Next Number	Enter the number to be assigned to the next form, or accept the displayed number.
Form Message (four columns of A12)	Enter the message to be assigned with this type of form, or accept the displayed message.

LABEL Table

The LABEL table stores the last shipping label ID that was used. This ID defaults to the Label ID field in the Shipping Labels function the next time you produce a shipping label.

When you enter the table ID, the rest of the LABEL table appears.

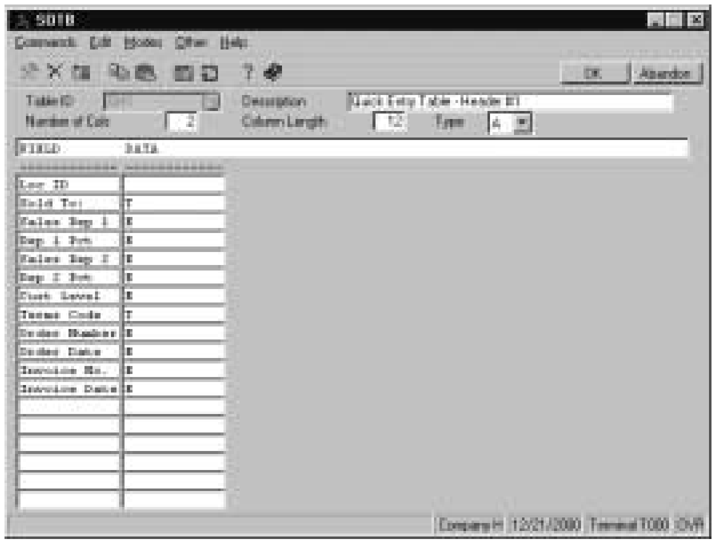


Field	Description
Label ID	Enter the label ID you want, or accept the displayed ID.

QH1xxxx and QH2xxxx Tables

The QHxxxx tables store quick-entry stops used by the Transactions function when you enter header information. The QH1xxxx table stores quick-entry stops for the left side of the header screen. The QH2xxxx table stores quick-entry stops for the right side of the header screen.

When you enter the table ID, the rest of the table appears. A QH1xxxx table is shown below.



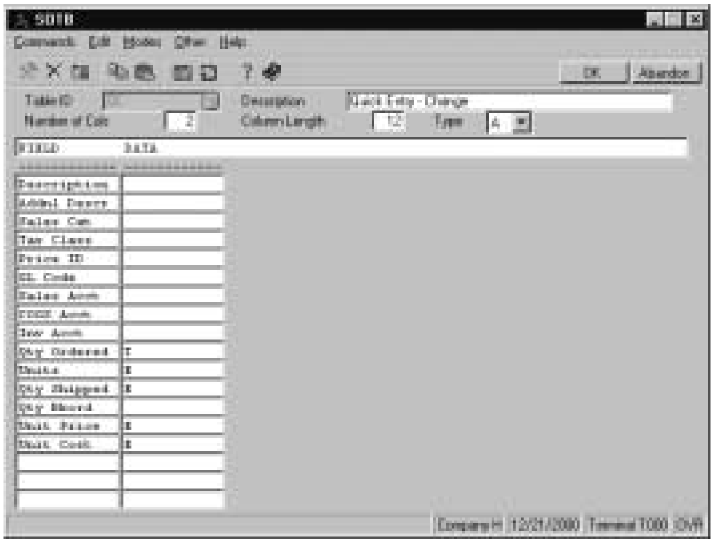
Field	Description
Field	The fields that appear on the header screen when you add or change transactions are displayed. Accept the displayed fields, or change them.
	Do not delete lines or rearrange the descriptions. The system looks for these fields by their position in the table; it applies the information on the first line to the Loc ID field, the information on the second line to the Sold To field, and so on.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you press **Tab** or **Enter,** enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

QCxxxx, QNxxxx, QRxxxx, QSxxxx, and QVxxxx Tables

The QCxxxx, QNxxxx, QRxxxx, QSxxxx, and QVxxxx tables have the same layout and serve the same purpose: to store quick-entry stops for line item entry if the **Quick-Entry** mode is activated (from the Modes pull-down menu in graphical mode or by pressing the **Ctrl-F** key in text mode).

- The QCxxxx table stores the quick-entry stops used by the Change Order option in the Transactions function.
- The QNxxxx table stores the quick-entry stops used by the New Order option.
- The QRxxxx table stores the quick-entry stops used by the Miscellaneous Credits option.
- The QSxxxx table stores the quick-entry stops used by the Shipped Order option.
- The QVxxxx table stores the quick-entry stops used by theVerify Order option.

When you enter the table ID, the rest of the table appears. A QCxxxx table is shown below.



Field	Description
Field	The fields that appear on the line-item entry screen when you add or change line items are displayed. Accept the displayed fields, or change them. Do not delete lines or rearrange the field descriptions. The system looks for these fields by their position in the table; it applies the information on the first line to the description, the information on the second line to the additional description, and so on.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you press **Tab** or **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

Edit Sales Order Number

Use the Edit Sales Order Number function to change the number the system assigns to the next sales order. You can use this function only if you elected to have the system generate sales order numbers in the Resource Manager Options and Interfaces function.

Edit Sales Order Number Screen

Select **Edit Sales Order Number** from the File Maintenance menu. The function screen appears.

1. Enter the number you want the system to assign to the next sales order or return. The system starts with this number and increments by one.

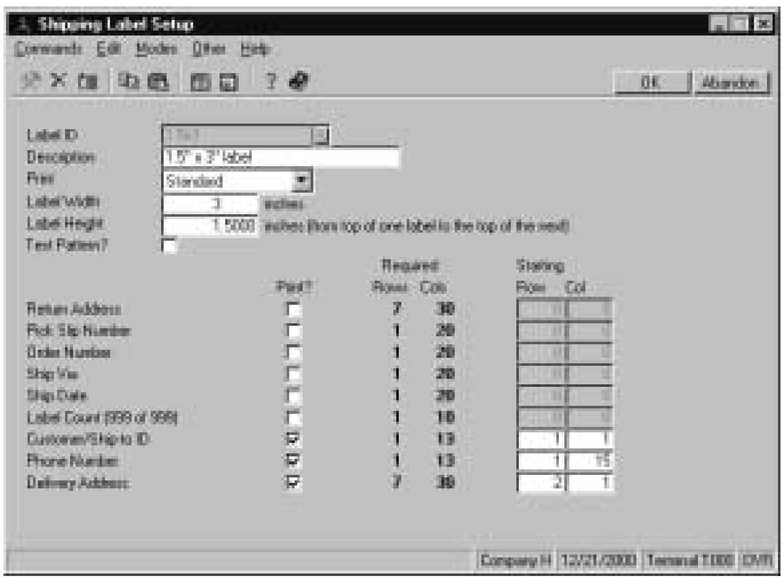
2. Save the number to exit to the File Maintenance menu.

Shipping Label Setup

Use the Shipping Label Setup function to format your shipping labels before you print them.

Shipping Label Setup Screen

Select **Shipping Label Setup** from the File Maintenance menu. The function screen appears.



Field	Description
Inquiry Label ID	Enter the label ID.
Description	Accept the displayed description, or enter a different description of the label.
Print	Enter **S** to print the labels in standard format. Enter **C** to print the labels in compressed format.

Field	Description
Label Width	Accept the displayed width, or enter a different width for the labels (no smaller than 3 inches and no greater than 8 inches).
Label Height	Accept the displayed height, or enter a different height for the labels (no smaller than 1.5 inches and no greater than 11 inches).
Test Pattern?	If you want to print a test pattern with the required and starting rows and columns at their current settings, check the box (or enter **Y** in text mode) and select an output device; if not, uncheck the box (or enter **N** in text mode) and proceed with the rest of the fields.
Print?	For each type of information you want to print on the labels, check the corresponding box (or enter **Y** in text mode) for each type of information you want to print on the labels, or uncheck the box (or enter **N** in text mode) to skip printing this information.
Required Rows/Cols	For each type of information you elected to print on the labels, enter the number of rows and columns it requires.
Starting Row/Col	For each type of information you elected to print on the labels, enter the row and column where you want to begin printing it.

Use the **Proceed (OK)** command to save your entries and exit to the File Maintenance menu.

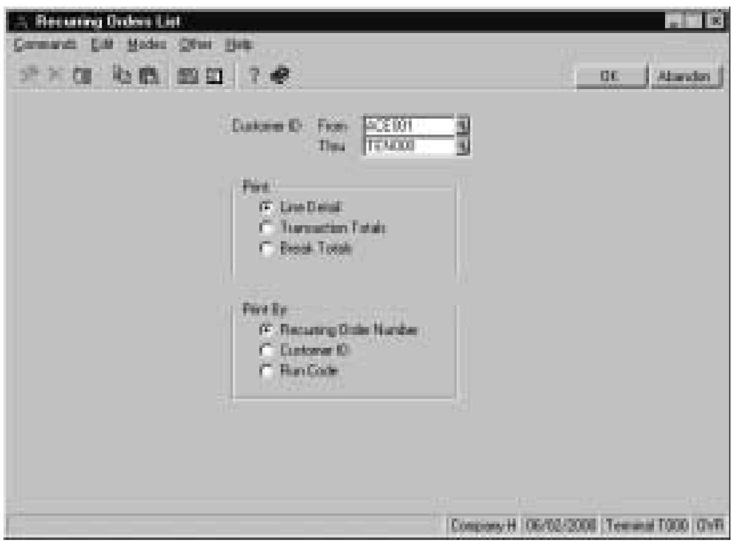
Master File Lists 11

Recurring Orders List

Produce the Recurring Orders List after you set up recurring order to make sure that everything is correct in the SORHxxx and SORLxxx (Recurring Order) files and to use as a reference before you copy recurring orders to the SOTDxxx and SOTHxxx (Open Order) files. Produce a new list each time you add, change, or delete recurring orders.

Recurring Orders List Screen

Select **Recurring Orders List** from the Master File Lists menu. The function screen appears.



1. Enter the range of customers whose recurring orders you want to include in the list.

2. Select the amount of detail you want to include in the list.

3. Select the order in which you want to print the list.

4. Select the output device.

A sample Recurring Orders List is at the end of this section.

After the list is produced, the Master File List menu appears.

Recurring Orders List

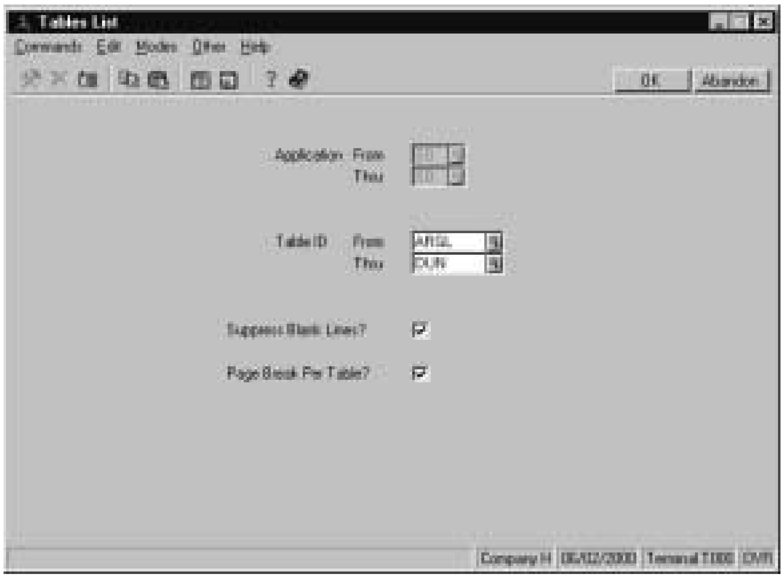
```
12/31/2000                                                  Builders Supply                                         PAGE   1
7:57 AM                                                  Recurring Orders List
                                                       By Recurring Order Number

Order No Cust ID    IK Loc/Item ID                      Sales Acct.  Units   Qty. Ordered     Unit Price     Ext. Price  Tax Class
Line No  Run Code   Description                         COGS Acct.           Qty. Shipped      Unit Cost      Ext. Cost
         Ship Date                                      Inv. Acct.
------------------------------------------------------------------------------------------------------------------------------------

00004600 ACE001     I  MN0001 100                       401000       PKG         100.0000       380.5520       38055.20  00
001      05         Electrical Package                  501000                      .0000          .0000            .00
                                                        104400

00004600 ACE001     I  MN0001 250                       401000       CS           10.0000      1410.0135       14100.14  00
002      05         Exterior Panels                     501000                      .0000          .0000            .00
                                                        104400

00004600 ACE001     I  MN0001 300                       401000       EA            5.0000        45.6720         228.36  00
003      05         Interior Door                       501000                      .0000          .0000            .00
                                                        104400

00004600 ACE001     I  MN0001 400                       401000       PKG           5.0000       898.3905        4491.95  00
004      05         Interior Materials                  501000                      .0000          .0000            .00
                                                        104400

Cust ID  Order No   Order Date    SR1 SR2     Tx Grp.          Freight        Subtotal     Sales Tax     Inv. Total
Ship To  Run Code   Cutoff Date   Terms Desc                      Misc.
------------------------------------------------------------------------------------------------------------------------------------
ACE001   5456       12/21/2000    GPD         MN                 15.00        56875.65           .00       56890.65
         05         12/21/2000    2/10,n/30                        .00

00004601 DAL001     I  MN0001 400                       401000       PKG          15.0000       898.3905       13475.86  00
001      05         Interior Materials                  501000                      .0000          .0000            .00
                                                        104400

00004601 DAL001     I  MN0001 300                       401000       EA           15.0000        23.1105         346.66  00
002      05         Interior Door                       501000                      .0000          .0000            .00
                                                        104400

00004601 DAL001     I  MN0001 350                       401000       EA           12.0000       238.3395        2860.07  00
003      05         Entry Door                          501000                      .0000          .0000            .00
                                                        104400

00004601 DAL001     I  MN0001 450                       401000       EA           10.0000       162.6765        1626.77  00
004      05         Slide by Window 24" x 40"           501000                      .0000          .0000            .00
                                                        104400

00004601 DAL001     I  MN0001 550                       401000       PKG          10.0000      1087.9050       10879.05  00
005      05         Millwork Package                    501000                      .0000          .0000            .00
```

Tables List

Produce the Tables List to get information from a particular Sales Order table. This function is valuable if you plan to change a table and want a list to compare it against.

Tables List Screen

Select **Tables List** from the Master File Lists menu. The function screen appears.



SO is displayed as the application ID. You cannot change it.

Inquiry

1. Enter the range of table IDs whose information you want to include in the list.

2. Most tables do not hold information in all lines. If you want the list to include blank lines, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

3. If you want a page break between each table, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

A sample Tables List is at the end of this section.

After the list is produced, the Master File List menu appears.

Tables List

```
12/31/1999                        Builders Supply                      Page    1
8:09 AM                              Tables List
                                   Sales Order

  Table ID ARGL       Description GL Accounts Table
  No. of Columns   2  Column Length   12    Type  A

 DESCRIPTION   G/L NUMBER
 ------------ ------------
 CASH RECPTS  100000
 DISCOUNTS    404000
 INVENTORY    104400
 FIN CHRG     802000

12/31/1999                        Builders Supply                      Page    2
8:09 AM                              Tables List
                                   Sales Order

  Table ID ARPDH      Description AR Periods Table
  No. of Columns   3  Column Length   12    Type  N

 PERIOD       FISCAL YEAR  # PERIODS/YR
 ------------ ------------ ------------
        12.00      1999.00        12.00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00
          .00          .00          .00

12/31/1999                        Builders Supply                      Page    3
8:09 AM                              Tables List
                                   Sales Order

  Table ID DF         Description Defaults Table
  No. of Columns   2  Column Length   12    Type  A

 FIELD        DEFAULT VALUE
 ------------ ------------
 BATCH/DEP ID 000002
 DIST CODE    01
 GL CODE      R1
 C/R INVOICE  DEPOSIT
```

System Messages A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

If you cannot find a system message in this appendix, try appendix A in the *Accounts Receivable User's Manual*.

xx data files exist. Do you want this task to erase them?

The directory where you are creating files already has files for the selected application and company. To continue with the conversion and erase the existing files, check the box (or enter **Y** in text mode). To create only the missing files (if any), uncheck the box (or enter **N** in text mode). To cancel the operation, exit from the function.

***(filename)* does not exist. Cannot convert it.**

One of the files listed in \xxDATA is not in your old data directory. See **Destination file (*drive:/path/file name)* not found. No conversion.**

Basic Error = *nn* Host Error = *xxx* Line = *nnnn* Program = *xxxxxx*
Basic Error = *nn* Line = *nnnn* Program = *xxxxxx*

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Cannot delete last line of order.

An order must have at least one line item. You cannot delete the last line item, but you can delete the entire order.

Cannot print slips for returns.

The order number you entered is for a return. You cannot print picking slips for returns.

Credit card expired.

The customer's credit card number is expired. Press **Enter** to remove the message. You can continue entering the transaction if appropriate.

Customer does not accept partial shipments.

The Partial Shipment flag in the customer's record is set to prohibit partial shipments, indicating that the customer does not accept partial shipments. Press **Enter** to remove the message. You can still ship the items.

Customer ID (*ID*) is not on file.

The customer ID you entered is not in the ARCUxxx file. Enter a different ID.

Customer (*ID*) is on credit hold. Cannot print picking slip.

You cannot print a picking slip online or in a batch for a customer that is on credit hold.

Customer is on credit hold.

You cannot enter a shipped order or verify an order for a customer that is on credit hold.

Date must be greater than previous date entered.

You must enter the aging period dates in chronological order in the Cash Flow Report.

Delete entire transaction?

To delete the entire transaction, use the **Delete** (**F3**) command.

Delete entry number *n*.

To delete the line item, use the **Delete** (**F3**) command.

Destination file (*drive:/path/file name)* not found. No conversion.

The filename or path you specified does not exist.

Disk drive not ready.

The system cannot access one of the disk drives to find the file it is looking for. Usually the door of the disk drive is open; check it. If closing the door corrects the problem, press **Enter**; if not, consult your system administrator or hardware support specialist.

Drive not available.

The system does not have the disk drive ID you entered. Press **Enter** and enter a different ID. If this message appears when you enter the correct drive ID, get help from a support technician.

Entry in process on terminal *nnnn*.

Another user is entering or editing a transaction in the batch you are working with. You cannot process the batch while it is in use.

Field size is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided for it. Check the amounts you entered in the fields. If they are correct, you must enter the transaction as two transactions to accommodate the total.

File unavailable *(XXXXXXXX)*.

This message appears for one of these reasons:

- The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the file intact.

- The function you are trying to access needs one or more files that are not on your system. Use the Options and Interfaces function on the Resource Manager Company Setup menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.

- You are working with the wrong company. Return to the menu; then use the **Change Company** (**F3**) command to enter the ID you want.

In any case press **Enter** to get back to the menu, correct the problem, and select the function again.

GL account *(#)* is a memo account.

You cannot use a memo account as the sales, COGS, or inventory account for a line item.

GL account *(#)* is not in Master file.

The account number you entered is not in the GLMAxxx (Master) file. Enter the correct account number; the **Inquiry** (**F2**) command is available.

Invalid date - mm/dd/yyyy.
Invalid date - dd/mm/yyyy.

The date you entered is invalid, or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages:

Month out of range (1 to 12)

or

Day out of range (1 to *nn*)

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: 010101 or 01012001.

Invalid entry.

The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's manual or use the **Help** (**F1**) command for information.

Invalid number of periods in ARPDxxx table.

The valid number of periods you can enter in the ARPDxxx table are 1, 4, 12, and 13.

Invalid Period Conversion table.

The CNVTxxx table for the company is invalid. A common reason is that you did not update the table with the corresponding data for the next period. Use the Period Setup function to make adjustments (see the *Resource Manager User's Manual*).

Invalid year.

The fiscal year you entered is invalid.

Item/Job *(#)* is not on file.

The item or job number you entered is not on file. Enter a different number; the **Inquiry** (**F2**) command is available.

Job *(#)* not found.
Job *(ID)* is not on file.

The job number you entered is not on file in the Job Cost JOBSxxx file. Check your records. Then enter a job number that the Job Cost system recognizes, or add the job number to Job Cost.

Mask format error use *(mask)*.

You entered data that does not fit the predefined format for the field. Enter the data again, using the predefined format.

Maximum number of lines is 998.
Maximum number of lines reached. Cannot insert.

You cannot insert a line item if the transaction already has 998 line items.

Must be *(within range)*.

You must enter a value within the range specified in this message.

Must be greater than 0.

You must enter an invoice number that is greater than zero when you print invoices.

Must build ARPDxxx table first.

You must build the table shown in this message before you can use the function.

Must enter *(1-n)*.

You must enter a value within the range specified in this message.

Must enter *(value)*.

You must enter the kind of value specified in this message.

Net due days cannot be less than discount days.

The net due days must be equal to or greater than the number of discount days.

New batch ID cannot equal old batch ID.

You must enter a unique ID for the new batch number when you use the Change Batches function (see the *Accounts Receivable User's Manual*).

No more open invoices for *(ID)*.

The customer does not have any more open invoices to scan.

No summary history for this period.

You selected a period whose summary history was either deleted or never kept.

Open Invoice file not empty.

You cannot use the Build Open Invoice File function for a company whose ARINxxx (Open Invoice) file has been initialized and contains open invoices. If you are using the wrong company, exit to the File Maintenance menu, change to the correct company, and then try the function again.

Over maximum of 999 sequences for this date and reference ID.

You can enter a maximum of 999 comments for a particular date and reference ID.

Percentages cannot total more than 100.

The sum of the sales rep's percentages cannot exceed 100.

Press Enter to adjust payment amount and return to menu.

You cannot exit to the menu until the remaining amount is zero. Press **Enter** to adjust the payment amount and return to the menu, or use the up-arrow key to return to the scroll region.

Printer busy.

You are trying to use a printer that is in use. Press **Enter** to continue with your entry, and try to print later.

Record in use.

Another terminal is using the record you are trying to access. Exit from the function. Then try to access the record again when the other terminal is finished with it.

Sales history is not implemented.

You cannot print the Detail History Report if you elected not to keep detail sales history in the Resource Manager Options and Interfaces function.

Sales rep (ID) has current balance.

You cannot delete the record of a sales rep who has outstanding commissions.

Sales rep (ID) is not on file.

You entered the ID of a sales rep that is not set up in the ARSRxxx (Sales Rep) file. Enter a different ID; the **Inquiry** (**F2**) command is available.

Summary history not available for this period.

You cannot print the report for this period because it does not have any summary history. It might have been deleted from the ARHSxxx (Summary History) file, or you might have elected not to keep summary history in the Resource Manager Options and Interfaces function when this period was active.

Tax *(ID)* is not on file.

You entered a tax ID that is not in the RMGCxxx (Group Code) file. Enter a different ID; the **Inquiry** (**F2**) command is available.

There is no summary history for customer *(ID)* in *(fiscal year)*.

You cannot print the report for this fiscal year because it does not have any summary history. It might have been deleted from the ARHSxxx (Summary History) file, or you might have elected not to keep summary history in the Resource Manager Options and Interfaces function during this year.

Thru value cannot be less than From value.
Thru value must be greater than From value.

The value you entered at Thru is smaller than the value you entered at From. Press **Enter**; then enter the correct value at Thru.

Transaction is not on file.
Transaction number not found.
Transaction number not on file.
Transaction *(#)* not found.

The transaction number you entered is not in the SOTHxxx (Transaction) file. Enter a different transaction number; the **Inquiry** (**F2**) command is available.

Transaction in process on terminal *(ID)*.

The terminal in this message is adding the transaction number. Assign a different number to the transaction.

Unable to execute program *(program)*.

The system cannot run the program you selected from the menu. Make sure that the displayed program is in the application's program directory, and select the function again.

Unable to load menu record *(menu)* from file *(file)*.

The application's menu record is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

Unable to lock - file in use.

One of the function's files is locked because another workstation on the system is using it. Try the function again when no one else is using the file.

Unable to open file.
Unable to open - file in use.

The file you are trying to use is either corrupted or locked at another terminal on the system. Wait a few minutes and try again. If the condition continues, get help from a support technician.

Unable to print to device.

The system cannot access the output device you are trying to use. Make sure that the output device is online.

Valid entries are *(range).*
Valid units are: *n.*

Enter one of the valid selections shown in this message.

Warning: customer is on credit hold.

The customer is on credit hold. Press **Enter** to remove the message; then continue working with the customer ID or enter a different customer ID.

Warning: summary history not available for all comparisons.

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insufficient, *.00 ** is printed.

You must build ARPDxxx table before *(doing operation)*.

You must build the ARPDxxx table for the company before you can use the Periodic Maintenance and Post Transactions functions. These functions rely on being able to sort by period.

Your hard disk is full - unable to finish copying.

The system cannot finish converting your files because your hard disk is full. Delete unnecessary files, optimize your hard disk, or take other measures to make space. Then restore the backup you made before converting the files, and try again.

Common Questions B

These commonly asked questions about the Sales Order system are divided into two categories: Installation and Order Processing.

Installation

I installed Sales Order and now neither Accounts Receivable nor Sales Order shows up on the menu. What happened?

When you install Sales Order, it is added to the Accounts Receivable system without erasing anything. Accounts Receivable is removed from the Main menu, but Sales Order does not appear on the Main menu until you create Sales Order files for the company.

When both Sales Order and Accounts Receivable are installed, which Tables file is used, SOTBxxx or ARTBxxx?

The SOTBxxx file is used. It holds all the tables you need for Accounts Receivable/Sales Order.

Order Processing

I usually ship orders the day I enter them. Do I have to go through the two-step process of entering and verifying them?

No. Use the Shipped Order option in the Transactions function so that you do not have to verify the orders.

The items that are backordered for an order do not show up in the Open Order Report. Why not?

Backorders are generated when you post to the ARINxxx (Open Invoice) file. They show up in the Open Order Report after you post transactions. They are assigned the original order number.

When I used the Miscellaneous Credits option to credit a customer's account for returned goods, I entered negative amounts so that the system would subtract the amounts from the customer's account. Now the customer's balance is double what it was before. What happened?

The Miscellaneous Credits option automatically reverses the earlier transaction, crediting instead of debiting. If you enter a negative amount for a return, you are adding the transaction to the customer's accounts. Since returning goods creates a credit, enter the amount as a positive amount.

What is the difference between the Verify Order and Change Order options in the Transactions function?

Use the Verify Order option to change the status of the order to *verified*. You cannot change the order status through the Change Order option.

How do I enter a miscellaneous credit in Sales Order?

Use the Miscellaneous Credits option in the Transactions function to enter a miscellaneous credit.

How do I indicate that the terms are C.O.D. on an order?

Type **COD** in the ship-to address portion of the invoice, or enter a line in the TERMSxxx table with zeros for the percentage, days, and net due days.

After copying recurring orders, I realized that one of the orders was incorrect. I used the Edit Recurring Orders option to change the order, but when I verified and invoiced it, it was still incorrect. What happened?

Use the Edit Recurring Orders option to change a recurring order before you copy it to the SOTDxxx and SOTHxxx (Open Order) files. The changes you make affect only the orders in the SORHxxx and SORLxxx (Recurring Order) files, not the SOTDxxx and SOTHxxx files.

When you copied the recurring order, a new order was created in the SOTDxxx and SOTHxxx files. To change incorrect orders that were copied, use the Change Order option in the Transactions function. The changes you make affect only the orders in the SOTDxxx and SOTHxxx files, not the SORHxxx and SORLxxx files.

How do I convert a price quote to a live order?

On the Orders or Change Orders screen in the Transactions function, press **L**. When you convert a quote to a live order (if Inventory is interfaced), the committed quantity for the inventory item is increased by the ordered quantity of the line items, and the order status changes from *quote* to *new*.

Glossary C

account. A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period. A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done within a particular accounting period.

application. A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice—for example, Accounts Receivable, Inventory, or Payroll.

available. The status of an item when it is ready for sale.

back up. To make a copy of data for archival purposes. For example, you would want to back up a history file before you purged history so that you could retrieve the data if you had to.

backorder. A part of an order that could not be filled with the original shipment.

committed. Goods that are set aside for customer orders and reserved for shipment.

company. In OSAS, a business record associated with its own files, tables, and menu of applications.

conversion. The process of updating existing files, programs, or applications to the current version. *See also* **installation**.

field. A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.

file. A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. *See also* **table**.

function. A menu item that leads to a full screen. Most functions have a corresponding program. *See also* **program**.

general ledger. A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

in use. The status of an item that has been sold but for which the invoice has not been posted.

installation. The process of adding an application to an existing system. *See also* **conversion**.

interface. To join to another application for the purpose of having information entered in one application update information in another application's files.

journal. A chronological record of transactions.

journal entries. Transactions recorded in a journal.

menu. A list of applications, functions, options, or other menus.

picking slip. A list of the contents of a shipment—detailed contents, weight, and other required information.

post. To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

program. A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. *See also* **function**.

purge. To remove from the system. *See also* **restore**.

record. A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the file can sort information in terms of record IDs.

restore. To bring information back to its original place and condition. *See also* **purge**.

serialized inventory. A system in which individual inventory items have unique serial numbers and are tracked individually by the system.

table. A grid that holds records and is visible. *See also* **file**.

verify. To match an order against the actual stock on hand to make sure that all items can be shipped. Items that cannot be shipped are backordered.

Index

D

E

F

G

I

J

K

L

M

N

O

P

Q

R

S

T

U

V